

Job Description



Job Title:	Grants Officer - EU SEE LOT 2		
Cluster:	Advocacy and Campaigns		
Salary:	USD 36031	Contract Type:	Permanent upon the successful completion of an initial three-month probationary period.
Location:	Remote. The successful candidate must have the right to work in location where they are based		
Reports to:	Advocacy and Campaigns Lead		
Direct Reports:			
Job Role			
Role Overview:	<p>CIVICUS is part of a new Consortium – the European Union System for an Enabling Environment for Civil Society (EU SEE Lot 2) and will be responsible together with Consortium members to coordinate different funding mechanisms including an Emergency and Sudden Opportunity funding stream with partners from Asia, the Middle East, the Pacific and Sub-Saharan Africa and the Prevention and Pro-active Support mechanism that covers Sub-Saharan Africa, the America’s and the Caribbean.</p> <p>The Grants Officer will work very closely with the Project Coordinator and the finance and operations teams at CIVICUS to review funding proposals and applications for grants and oversee the administration of funds provided to partners. The Grants Officer will support the monitoring of implementation of grants provided under the EU SEE Flexible Support Mechanism (FSM). They will support the processing of grants to recipients, support the process of accompanying grantees, monitoring and learning and develop timely financial and narrative reports. The holder of this position will support the co-design and implementation of internal grant making processes, platforms and tools to strengthen coherence across CIVICUS and avoid duplication.</p>		
Areas of Responsibilities	Key Activities		
Grant Coordination EU SEE LOT 2	<ul style="list-style-type: none"> • Review, select and process grants for the Emergency and Funding Opportunity Funding Facility • Review, select and process grants for the Pro-active Support grant facility • Monitor grants, coordinate accompaniment of grantees and respond to questions from partners. • Provide technical assistance and support to grantees as needed. • Support co-design sessions, target groups and other key stakeholders for their input and feedback on the flexible support mechanisms. 		
Monitoring, Evaluation and Learning	<ul style="list-style-type: none"> • Support the development of timely financial and narrative reports for internal use and in line with donor requirements. 		

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	<ul style="list-style-type: none"> • Providing support obtaining data and upload periodically on the Consortiums monitoring evaluation and learning dashboard. • Support the facilitation of periodic learnings (online and offline) at different periods of the grant making process for learning, relationship and alliance-building. • Facilitate accompaniment of grantees, capacity assessments, capacity enhancement including linking grantees to capacity strengthening tools • Co-create learning and information sharing mechanisms for grantees.
<p>Internal and Cross-organizational Coordination</p>	<ul style="list-style-type: none"> • Contribute to the setting up of internal mechanisms to facilitate and manage the different grant making processes at CIVICUS to ensure there is coherence to avoid duplication. • Support the coordination of referrals internally between the different funding mechanisms. Support the setting up • Support the planning and coordination regular sessions (online and offline) on lessons from grant management and to share key outcomes with staff, members and partners.
<p>Person Specification</p>	
<p>Education, Language & Qualifications</p>	<ul style="list-style-type: none"> • Degree in social sciences, finance or accounting economics, international relations or other related subject areas. • Fluency in verbal and written communication in English, additional language proficiency in Spanish, French and/or Arabic is an advantage.
<p>Essential Knowledge, skills and Experience</p>	<ul style="list-style-type: none"> • Minimum 3 -5 years working experience in civil society organization or related field, at least 2 years in a similar position • Experience in grant making to civil society and monitoring and evaluation of grants. • Experience with budgets and in doing financial and narrative reports. • Excellent verbal and written communication skills in English. • Excellent IT skills, including experience with MS Office and Human Resource Information Systems. • Commitment to CIVICUS’s vision, mission, values and ways of working. • Demonstrated experience in providing high-level administration to grant-making process. • Demonstrated meticulous attention to detail and respect for systems oversight.
<p>Desirable Knowledge, skills and Experience</p>	<ul style="list-style-type: none"> • Experience working in a consortium or a group of organizations that support civil society including less formal groups and excluded communities. • Experience in grant making for civil society and ability to detect and respond to restrictive conditions or opportunities. • Experience working with members-based organisations and responding to multiple demands from civil society.