

TERMS OF REFERENCE

Grant Management Officer(s) – West Africa

BACKGROUND

The Global Initiative Against Transnational Organized Crime (GI-TOC) is an independent civil society organization, headquartered in Geneva, Switzerland, with offices in Austria, South Africa, Colombia and Malta, and a globally dispersed Secretariat working in around 40 countries. GI-TOC comprises a network of more than 500 independent global and regional experts working on human rights, democracy, governance, and development issues where organized crime has become increasingly pertinent. GI-TOC provides a platform to promote greater debate and innovative approaches as the building blocks to an inclusive global strategy against organized crime. GI-TOC commissions and shares research globally; curates a robust resource library of 2,000 reports and tools specific to organized crime; and uses its convening power to unite both the private and public sectors against organized crime.

JOB SUMMARY

The Grant Management Officer will be responsible for the administrative management and oversight of the organisation's projects/programmes in West Africa, and potentially other regions, to ensure successful planning, budget management, administration and reporting of the projects, in line with donor requirements.

Preference will be given to candidates willing to be based in Accra, Ghana, however this is not a pre-requisite for successful application.

Main responsibilities and specific tasks

- Work closely with team leaders and administrative units to ensure projects/programmes run smoothly;
- Review grants, tenders and contracts in concept and for submission to ensure that they are designed effectively, efficiently and in line with donor requirements and best practices;
- Manage project budgets and financial forecasts, ensuring appropriate allocation of resources;
- Oversee procurement and contract management for consultants and implementing partners;
- Ensure compliance with relevant regulations, policies, and quality standards;
- Interact with programme management team, finance and personnel department to ensure the smooth management of contracts and expenditure;
- Track delivery of outputs against project milestones agreed with Team Leaders at the commencement of the relevant project and check-in with team members on delivery;
- Establish and maintain strong relationships with external partners, particularly donor counterparts for grant management;

- Promote development of programme management skills personally, and within the team;
- Part of central administrative system within the organization, and part of the West Africa Observatory.

Requisite skills and experience

The successful candidate will be able to demonstrate the following experience and skills:

- Minimum of 5 years of relevant experience in program or project management
- Experience in managing international grants and ensuring compliance is a must – specialisation in EU, USA, German or UK funding instruments preferred.
- Fluent in English; French language skills are desirable, and any other language is a plus;
- Experience in budgeting and financial management, including relevant specialised qualifications;
- Bachelor’s degree in business management or similar;
- Ability to work effectively with colleagues that are remote, in different locations and time zones, with a strong client orientation and relationship building;
- Reliable, detail orientated and responsible professional who can manage their own time and priorities;
- Strategic thinking and problem-solving abilities;
- Ability to work in a fast-paced, dynamic environment and manage multiple workstreams.

West African nationals are particularly encouraged to apply.

GI-TOC operates a flexible working environment and encourages staff to achieve a suitable work life balance and supports professional development and learning.

Please send your cv together with a cover letter and contact information of three professional references to the following e-mail: jobs@globalinitiative.net by 22 November 2023. Please put “Grant Management Officer” in the subject line.

Starting date: As soon as possible.

Contract duration: One year with the possibility of extension depending on performance and funding.

Only short-listed candidates will be contacted.