VACANCY ANNOUNCEMENT

January 2021

Grants Management and Compliance Officer
(100%)

Work Location: either Belgium, France, Tunisia, South Africa, possibility to work remotely within Central Europe time zone (+/- 1 hour).

Position Start date: as soon as possible.

The International Commission of Jurists (ICJ) is a global network of judges and lawyers united in affirming international law and rule of law principles that advance human rights. Since 1952, the International Commission of Jurists (ICJ) has performed a unique and prominent role as a nongovernmental organization defending human rights and the rule of law worldwide. With its Headquarters based in Geneva, ICJ operates on the ground in Africa, Latin America, Asia & the Pacific, Europe & Central Asia, and the Middle East.

The ICJ is seeking to recruit a proactive and flexible Grants Management and Compliance Officer to provide guidance, advice, and support to ICJ’s programmes in relation to grants management and to ensure compliance with ICJ’s donor and internal requirements. The ideal candidate has at least six years’ professional experience with focus on international development, project management, fundraising or financial management.

As part of the Programme Management & Donor Relations Department and in close coordination with programme managers and finance officers, the Grants Management and Compliance Officer will promote practices to improve grant management and compliance across all ICJ programmes from inception to grant contract closure in accordance with grant agreements and other appropriate protocols. She will also help to strengthen the link between financial and programme management.

MAIN RESPONSIBILITIES:

Working under the supervision of the Director of Programme Management and Donor Relations, the Grants Management and Compliance Officer’s tasks and responsibilities will include:

- Provide guidance, advice and support to programmes on grant management and compliance with donor and internal requirements at all stages of the grant cycle, including related to procurement, sub-granting, budget flexibility, reporting, audit as well as visibility and communications.
- Act as the central focal point in the Programme Management & Donor Relations Department for maintaining the central grant management system and grant records, including ensuring that all grants and contractual documents are appropriately archived.
- Review grant contracts, produce related Project Registration Forms in coordination with ICJ programmes, and liaise with the Finance and Administration department on grant set-up.
- Ensure that timely and complete financial and narrative reports are submitted including providing advice from a grant compliance perspective, on programme narrative reports
before submission to donors, and supporting programmes to improve the quality of their financial reports ensuring that these are consistent with narrative reports.

- In coordination with Programme Managers support the financial tracking of instalments (i.e fund requests to donors), record the payments received and acknowledge receipt of donor disbursements where appropriate.
- Ensure that grants are closed in consultation with the programmes and the Finance department and provide guidance to programmes for donor audits

**Fundraising**

- Support proposal development processes including advising on the preparation of budgets for funding proposals to ensure alignment with organizational and donor requirements.
- Advise on establishment and management of partnerships, including on the use of appropriate procedures for partners’ identification and due diligence assessment, partnership agreements and management of sub-grants.
- Manage and update ICJ and ICJ-EI accounts on donors' online platforms (such as for US government and EU-funded projects)

**Other Responsibilities**

- Obtain and collate feedback from donors and programmes on grants management and compliance issues with a view to improving grant management by identifying challenges, risks and lessons learnt.
- Support the strengthening and use of ICJ procedures and tools in grant management and donor compliance and help to develop internal capacity where needed.
- Working closely with the Monitoring, Evaluation and Learning (MEL) Officer, contribute to effective and timely implementation of project cycle management processes and tools across the organization.
- In liaison with the MEL and Fundraising Officer, contribute to the development of organizational and programme fundraising proposals and strategies.
- Carry out other, appropriate responsibilities to support the Programme Management & Donor Relations Department.

**PROFILE:**

The successful candidate will have:

- A University degree in political science, law, social sciences, development studies or a related subject.
- At least six years of work experience, with focus on international development, project management, fundraising or financial management.
- Demonstrated understanding of grants management, experience in grant compliance processes and project management including developing budgets.
- At least five years of experience in implementing donor funded projects (preferably in the field) including experience working with donor rules and guidelines.
- At least three years of experience in contributing to proposal development.
- Knowledge of legal and human rights issues would be a distinct advantage.

**Language skills:**

- Strong written and verbal communication in English, knowledge of other languages will be an advantage.

**Other competencies:**

- Proven competency in budget development and management
- Strong Excel skills.
- Demonstrated analytical and report-writing ability.
- Excellent communication skills, mediation and negotiation skills.
- Ability to work in multi-cultural and cross-regional teams.
- Ability to work under pressure.
- Flexibility to adapt to changing requirements, to work with teams in different time zones, and to work remotely in the long term.

The ICJ is an equal opportunities employer and offers a competitive salary package.

**APPLICATIONS** should be addressed with your resume (maximum two pages), a cover letter (maximum two pages), and the names of at least two references:

- By email to: recruitment@icj.org
- Ref: **Grants Management and Compliance Officer**

The deadline for applications is **14 February 2021, midnight** Central European Time (CET). Applications will be reviewed on a rolling basis.

Please appreciate that due to the volume of applications, only short-listed candidates will be contacted. The ICJ is unable to respond to phone enquiries.

*The ICJ is committed to the principle of equal employment opportunity and value a diverse workforce. The ICJ’s policy is to practice a fair and non-discriminatory recruitment and selection procedure and to strive for and maintain international and multi-cultural personnel. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.*