

## CONSULTANCY ANNOUNCEMENT

June 2025

### **TOR - Grants Administrator Consultant**

#### **For consultants with an existing right to work in Lesotho**

**Location:** Lesotho (remote)

**Target start date:** August 2025

**Duration:** 1 year

**Note:** Actual hiring is contingent upon funding approval

#### **BACKGROUND**

The International Commission of Jurists (ICJ) is a worldwide organization of judges and lawyers united in affirming international law and rule of law principles that advance human rights. Its strategic goals for 2021-2025 are: (1) to develop, defend, and strengthen international institutions, instruments, and standards on rule of law and human rights; (2) to improve domestic implementation of, and compliance with, international law and standards; (3) to bolster the effectiveness and independence of judges and lawyers; and (4) to improve access to justice for all and accountability. With its Headquarters based in Geneva, Switzerland, ICJ has a presence in Africa, Latin America, Asia & the Pacific, Europe & Central Asia, and the Middle East.

#### **OBJECTIVE OF THE CONSULTANCY**

The International Commission of Jurists (ICJ) is seeking a Grants Administrator Consultant to support the implementation of its Lesotho Programme and engagement with local partners. The Consultant will work under the guidance of the Associate Legal Adviser to ensure the efficient delivery, monitoring, and reporting of project activities, while maintaining full compliance with donor and organizational requirements.

#### **SCOPE OF WORK AND DELIVERABLES**

##### ***Grant Management and Project Coordination***

- Develop and monitor implementation of overall project work plans, adjusting them as needed, and consolidating and processing results data.
- Monitor the implementation of project activities and ensure that project outputs are achieved on time, in coordination with partners.
- Manage administrative aspects of projects, including logistics for meetings and events.
- Anticipate donor reporting deadlines, coordinate inputs from partners and ICJ legal teams to draft narrative report and prepare financial reports, ensuring consistency between both.
- Coordinate with partners to ensure their input to reporting is timely and accurate.
- Provide information and updates to the donor as required.

- Process partners payment requests based on terms and conditions in contract.
- Monitor project cash flow and request funds from donors regularly in collaboration with the Finance Officer.
- Support budget realignments and prepare activity budgets for specific activities.
- Coordinate with Head of Compliance on project compliance checklists and ensure ongoing compliance for ICJ and partners with all donor requirements, supporting partners to resolve compliance queries.
- Ensure ICJ and partner compliance with internal and donor financial, accounting, and financial reporting requirements; ensure compliance with local regulations.
- Engage with and respond to questions from partner organisations about financial requirements and reporting.
- Carry out risk assessments as required.

### ***M&E and reporting***

- Coordinate M&E data collection and preparation of M&E reports to comply with donor and ICJ reporting requirements.
- Maintain the participant database, tracker and publication log and ensure the advocacy log is updated.

### ***Finance and administration***

- Collaborate with the Finance Officer to develop expenditure forecasts.
- Track schedules of payments and fund requests due from donor and pending disbursements to partners.
- Produce project level purchase approval forms, manage any preferred supplier contracts, follow up with vendors for invoices.
- Support identification and tracking of any underspend on the project.
- Provide inputs for project audits and ensure proper documentation is maintained.
- Support other management, logistical and grant related tasks as needed.

## **DELIVERABLES**

The Consultant will be responsible for delivering the following:

- Updated project work plans and implementation tracking tools.
- Donor reports (narrative and financial) as per agreed timelines.
- M&E data reports and updated project databases.
- Payment schedules.
- Activity budgets.
- Audit documentation as required.
- Other deliverables may be identified during the consultancy time.

## **REQUIRED QUALIFICATIONS AND EXPERIENCE**

The successful candidate will have:

- A Bachelor's Degree or equivalent in a relevant field (e.g., International Development, Finance, Project Management).
- Minimum of 3 years of experience in grant management or project coordination.
- Experience in donor reporting (financial and narrative), budget management, and log frame completion, preferably with EU-funded projects.
- Experience in programme monitoring and evaluation.
- Demonstrated experience working with partner organisations on reporting and compliance with donor rules.
- Fluency in English.

- Proficiency in MS Office suite, particularly Excel.
- Experience with web content management, Media and Communications skills are an added advantage.
- Strong communication skills (written and oral): responsiveness to all partners and project staff.
- Good interpersonal skills and eagerness to engage in diverse, cross-cultural team environments.
- Ability to manage multiple tasks and to adjust priorities flexibly in response to events.
- Commitment to human rights.
- Driver's Licence is desirable.

## REMUNERATION

The Consultant's fees will be commensurate with experience and aligned with ICJ consultancy rates. Payment will be made upon submission of approved deliverables and an invoice, in line with the agreed payment schedule.

## APPLICATION PROCESS

Interested consultants should submit the following documents to [recruitment@icj.org](mailto:recruitment@icj.org) by **29 June 2025**, midnight Central European Time (CET).

- CV highlighting qualifications and past consultancy work;
- Cover letter (maximum 1 page);

Please include "**Grants Administrator Consultant**" in the subject line of the application e-mail.

Please appreciate that due to the volume of applications, only short-listed applications will be contacted.

*The ICJ is committed to the principle of equal employment opportunity and values 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.*

*ICJ staff must adhere to its Code of Ethics which states that discrimination, bullying and harassment in any form will not be tolerated, nor sexual harassment, violence or assault in any form. The successful candidate will be required to pass a background check.*

**ACCESSIBILITY NOTICE:** Applicants with disabilities who require reasonable accommodations throughout the recruitment process may send their requests through an email to [recruitment@icj.org](mailto:recruitment@icj.org), or call +41 229 793 833.