Job Description

*A job description is a written statement that describes the employee’s role and responsibilities. The role and responsibilities shall be executed within the NRC framework. The job description facilitates the recruitment process by stating the necessary competencies. It is mandatory for all positions.*

Position: Grants Coordinator

Grade: 7

Reports to: Grants Manager

Duty station: Maiduguri

Travel: 40%

Project number: NFPX0000

Duration and type of contract: 12 Months (till December 31st 2023 renewable)

All NRC employees are expected to work in accordance with the organization’s core values: dedication, innovation, inclusivity and accountability. These attitudes and believes shall guide our actions and relationships.

**Background/Context**

Since 2015, NRC Nigeria has been working to help displacement-affected communities meet their basic needs, improve their livelihoods, access essential services, and enhance their resilience to future shocks through our six core competencies: Water, Sanitation and Hygiene (WASH), Shelter, Education, Information, Counselling and Legal Assistance (ICLA), Livelihoods and Food Security (LFS), Camp Management, and Protection. NRC provides immediate assistance during the onset of emergencies through the Rapid Response Mechanism (RRM).

Based in Maiduguri, the Grants Coordinator will be supporting the Grants Manager in essential grants management support, business development and reporting across the Nigeria portfolio. The Grants coordinator will work closely with program, operations, M&E and finance staff, delivering quality programmes in line with the NRC CO strategy and Plan of Action. The position holder will be supervised by the Grants Manager and will work closely with the Grants officer.

**Role and responsibilities**

1. Adherence to NRC policies, guidance and procedures and consideration of NRC global and regional strategies when executing functions related to this role.
2. Develop and maintain overview of all grants, donor requirements, compliance, rules and regulations, and internal and external deadlines, including filing of grant documents (including through the grants database - forthcoming).
3. Support in the coordination of development of donor applications and reports, as well as ensuring donor compliance and quality control.
4. Contribute to the development and revision of funding proposals, budgets and donor reports.
5. Be updated on donor priorities, trends and track and share relevant calls for proposals to the relevant teams.
6. Document, analyze, and share learning from proposal and reporting process, and compliance with donor rules and regulations.
7. Contribute to continuously improving internal grant management systems.
8. Provide an internal help-desk on donor related issues, including organize and deliver trainings in donor rules and regulations, as well as proposal and report writing.
9. Coordinate the development and distribution of internal reports.
10. Contribute to PCM trainings and usage of the NRC PCM frame work in the CO as delegated by the Grants Manager.
11. Support external donor audits.
12. Represent NRC towards relevant partners and donors as delegated.
13. Promote the rights of IDPs/returnees in line with the advocacy strategy.

Specific responsibilities

1. Prepare reports for donors, partners, and government on program progress, ensuring all reporting requirements of donors are delivered on time and in a quality manner.
2. Ensure quality of program writing, including program activity plans, reports and informal updates.
3. Work with the Grants Manger to develop concept notes and donor proposals, and participate in writing them in close cooperation with relevant departments in NRC Nigeria.
4. Support in the development of generic concept notes, briefing notes and SITREPS to be used in donor meetings and visits.
5. Maintain program files and ensure copies of donor concept notes, proposals, contracts and reports are correctly filed.
6. Responsible for donor compliance of the respective grants and project cycle management processes for allocated projects.
7. Support in the development and implementation of grants-related trainings, including proposal and report writing.
8. Ensure that all programme staff are aware of requirements and conditions of grant agreements and contracts, through the use of grant opening/mid/closing meetings and other methods.
9. Support in the maintenance of an accessible and well-organized filing system for storing all grant-specific files for all of NRC’s past and active grants and ensure that grant coordination systems and processes are successfully implemented.
10. Support in ensuring all documentation required is ready and available for audits.

Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are: Examples

* PMs, PD, Finance, CD, Head of Programmes, Log Manager, AMs, PAA, PA, M&E
* Grant Coordinators in other COs
* Institutional Partnership Advisers

1. **Competencies**

Competencies are important in order for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:

a. Professional competencies

These are skills, knowledge and experience that are important for effective performance.

* Between 3-5 years of relevant experience within field of expertise
* Relevant university degree or higher education
* Relevant experience with grants management in the humanitarian sector
* Experience from working with humanitarian and development donors
* Good understanding of donor rules and regulations
* Skills and experience in report and proposal writing
* Strong communication, coordination and interpersonal skills
* Strong analytical skills (data and financial)
* Ability to mediate in high-stress scenarios with competing interest
* Excellent written and oral communication skills in English
* Above average computer skills, with proficiency in Word, Excel, PowerPoint, Outlook

b. Behavioral competencies

These are personal qualities that influence how successful people are in their job. NRC’s Competency Framework states 12 behavioural competencies, and the following are **essential** for this position:

* Planning and delivering results
* Managing resources to optimize results
* Influencing
* Handling insecure environments

1. **Performance Management**

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

* The Job Description
* The individual Work- and Professional Development Plan
* The Competency Framework

Employee Signature Line Manager Signature \*Functional Manager Signature

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Name: Name: Astrid Vanackere Name: