

JOB DESCRIPTION

Grants and Contracts Officer

JOB TITLE: Grants and Contracts Officer
FT / PT: Full-time, 40 hours per week
LOCATION: Nairobi Office
REPORTS TO: Finance and Administration Manager

About PAL Network

The People's Action for Learning (PAL) Network is a south-south partnership of 17 member organizations working across Africa, Asia and the Americas to assess children's basic reading and numeracy skills. Member organizations conduct citizen-led assessment and action intervention programs aimed at improving learning outcomes. Registered as a standalone NGO in Nairobi (Kenya), PAL Network was formed to accelerate and coordinate the shared work of its members towards achieving common goals and objectives.

Purpose of the Role

The Grants and Contract officer will be tasked with the preparation, drafting and review of several types of contractual agreements. You will serve the contracting needs of both colleagues across PAL network secretariat as well as between PAL Network and its member organizations. You will also be responsible of ensuring the subgrantees meet the set criteria before disbursement of funds, follow-up on utilization and accountability, raise any red flags and ensure financial report and support documents are submitted in a timely and accurate manner.

Responsibilities

CONTRACTS FORMATION AND COMPLIANCE OVERSIGHT (70%)

1. Prepare and draft the terms and conditions of contractual agreements such as subgrant agreements, general service contracts, memoranda of understanding and employee's contracts on behalf of PAL network secretariat.
2. Work with colleagues in a timely manner to develop a project's overall contractual structure so that the full suite of potential agreements and obligations is laid out and well understood.
3. Facilitate the life cycle of subgrants and contracts including but not limited to the execution and delivery of subgrants and contracts, reporting and close out of the agreements as obligations are fulfilled and/or agreements are terminated. This will also apply to staff contracts.
4. As appropriate, help track subgrants and counterparty compliance with, and reporting on, existing agreements. This will also involve reinforcing donor requirements, reflecting best practices and award monitoring tools and templates.
5. Strengthen understanding and knowledge of compliance issues amongst relevant subgrantees project management teams and support staff.

FINANCIAL REPORTING (15%)

1. Follow-up and review of financial reports from sub-grantees to ensure they are received on timely basis and accurate before submission to finance for further processing.

2. Ensure support documents meets the threshold set in the subgrant agreements as well as donor compliance standards.

PROCESS IMPROVEMENTS AND OTHERS (15%)

1. Works with the Operations Department to improve processes and procedures including refinements of templates; Help optimize processes to better collaborate with colleagues.
2. Develop checklists/protocols for analyzing instruments drafted by counterparties and format templates into a consistent form.
3. Attend and fully participate in Network and staff meetings as required.
4. Perform additional duties as required.

Qualifications

1. A bachelor's degree in finance, accounting, or any other business-related field.
2. A minimum of 7 years of professional experience in a relevant field such as contracting, procurement, grants management preferably in an international NGO.
3. Strong understanding of financial processes.
4. Ability to analyze risk and weaknesses in internal control processes and explain them clearly. Discretion and tact are important.
5. A team player and contribute positively to the team and organization.
6. Resilience and the flexibility to adapt to changing conditions.
7. Possess excellent writing, editing, analytical and oral communication skills along with an ability to distill complex contracting concepts into understandable language.
8. Knowledge of basic computer programs (e.g., Microsoft Office) is required.

Application Procedure

To apply for this position, please send the following documents to jobs@palnetwork.org by the close of business on **22nd January 2024**:

1. Cover letter (maximum of 1 page)
2. CV (maximum of 2 pages)