



GRANTS OFFICER

Local Partner Development Jamaica

FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender, youth, research and technology — creating a unique mix of capabilities to address today’s interrelated development challenges. FHI 360 serves more than 60 countries and all U.S. states and territories.

Description

FHI 360 is seeking a **Grants Officer** for the USAID-funded Jamaica Local Partner Development (LPD) Activity developed in alignment with the objectives of the Caribbean Security Basin Initiative (CBSI). This activity will support the Civil Society Sector through strategic partnerships, providing technical assistance, and building capacity in organizations to become more effective and sustainable actors, with the goal of improving Jamaican citizen security and social cohesion.

Main Duties/Responsibilities

The Grants Officer will support the management and implementation of the grants component of LPD. S/he will work with other members of the Grants Team to set up and manage the grants management system for the program, and oversee training of program staff and capacity building with grantees on grants policies and procedures. The position is based in **Kingston, Jamaica** and will require frequent travel island wide.

Performance Areas

Grants Administration:

- Support the evaluation of grant applications, proposals, and awards to ensure adherence to grants management procedures.
- Assist with drafting Grant Agreement Documents, Modifications and Negotiations Memos.
- Support administration of the full cycle of grants management activities beginning from pre-award assessments, monitoring/compliance visits and close-out procedures.
- Maintain accurate and complete files of grants documentation.

Capacity Building and Support:

- Provide procedures and policy guidance and interpretation for program staffers as well as sub-grantees to ensure adherence to grant management procedures.
- Provide training and technical assistance to grantees on USAID and FHI 360 regulations, financial management, and reporting.
- Review grantee budgets and provide assistance and guidance where necessary including the monitoring and interpretation of project budgets versus actual expenditures.
- Perform assessments of grantee organizations as directed by the Grants Manager.

Compliance - Monitoring & Audit:

- Perform monthly reviews, audits and approval of grantee expense reports ensuring that expenses are auditable and verifiable.
- Conduct and document regular grantee site visits to ensure that pre-ward conditions are addressed and implemented by grantees within the period specified in the grant agreement.
- Review budgets and ensure that budget amendment requests from grantees are timely communicated to the Grants Manager for approval.
- Ensure that grantee advances and expenses are accurately and timely recorded in the accounting software and reconciled to supporting documentation.
- Conduct close out visits at the end of grantee agreements, document finding and ensure that all close-out checklists are completed, and outstanding issues are addressed.

Education/Experience

- Bachelor's Degree in accounting, finance, business, or related discipline.
- Background or proven experience in project management and familiarity with grant administration procedures.
- Demonstrated experience working within the Jamaican civil society sector.
- Experience working on donor-funded projects, preferably USAID, with a grant component.
- Experience with basic financial management skills including developing and monitoring budgets and financial reporting.
- Possesses excellent interpersonal skills, organizational skills and pays great attention to detail.
- Action oriented and resilient in a fast-paced environment. Ability to manage a complex and varied work load and work under pressure.
- Strong skills in written and oral communication and excellent presentation skills.
- Advanced computer skills, including Microsoft office suite.

How to Apply

Candidates must submit their application, including CV, via email to JamaicaLPDInfo@fhi360.org by **Friday, March 8, 2019, 5:00 p.m. Jamaica time**. Email subject line must include **"Grants Officer"**. We appreciate all interest in this position, but only shortlisted candidates will be contacted.

FHI 360 is an equal opportunity and affirmative action employer. FHI 360 is an equal employment and affirmative action employer whereby we do not engage in practices that discriminate against any person employed or seeking employment based on race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, marital status, disability, veteran status, genetic information or any other status or characteristic protected under applicable law.