

Job title	Grants Adviser
Programme	Ghana Somubi Dwumadie
Location	Accra, Ghana
Reporting to	Team Leader
Responsible for	Grants Team, including seconded partner staff
Liaison with	Other members of the programme team and consortium, and members of Options' team based in London, funders and external stakeholders, and grantees
Hours	Full time
Type of contract	Full time, Fixed Term Contract
Organisation	
<p>Options Consultancy Services Limited is a leading global health consultancy established in 1992 as a wholly owned subsidiary of MSI Reproductive Choices (formerly Marie Stopes International). We manage health programmes that ensure vulnerable women and children can access the high-quality health services they need. We work with partners to co-create and implement locally informed solutions to complex health problems. This includes governments, development partners, NGOs, civil society and health workers. Our programming is flexible, evidence-based and politically informed. This means we adapt to changing contexts, use data to inform our decisions and ensure our approach is appropriate. Our focus is always on building local skills and systems that last. Our headquarters is based in London, UK with offices in Ghana, Kenya, Nigeria and Nepal.</p>	
Main purpose of the job	
<p>Ghana Somubi Dwumadie (Ghana Participation Programme) is a four-year disability programme in Ghana, with a specific focus on mental health. This programme is funded with UK aid from the UK government. The programme is run by an Options' led consortium, which also consists of BasicNeeds-Ghana, Kings College London, Sightsavers International and Tropical Health, and focuses on four key areas:</p> <ol style="list-style-type: none"> 1. Promoting stronger policies and systems that respect the rights of people with disabilities, including people with mental health disabilities 2. Scaling up high quality and accessible mental health services 3. Reducing stigma and discrimination against people with disabilities, including mental health disabilities 4. Generating evidence to inform policy and practice on the effectiveness of disability and mental health programmes and interventions 	

Ghana Somubi Dwumadie is undertaking a range of activities to address the impact of the COVID-19 pandemic on people with disabilities, including mental health disabilities.

Working under the supervision of the Team Leader and in conjunction with consortium partners, the Grants Adviser will coordinate and lead the overall grants component of the programme to in order to meet the programme objectives.

The Grants Adviser will lead a small team to oversee and manage grantees, including supporting their capacity development, and delivery against work plans and objectives. The Grants Adviser will be accountable for ensuring that the grants component of the programme cohesively connects comprehensive technical assistance and the overarching programme approach to the grants and grantees, whilst also ensuring best grants management practices and compliance.

The Grants Adviser will be located in Accra, with extensive travel to the areas of implementation throughout Ghana.

Note: All levels of position in the organisation assume some degree of responsibility for safeguarding. Your accountabilities will align with the level and scope of the position and appropriate training will be provided.

Main duties

1. Manage the programme granting framework based on recommendations from best practice and programme learning

- Lead on the delivery of efficient and effective Grants Management for the programme, including review and refresh of grants management framework (strategy, manual, etc) as necessary
- Lead on development, review and maintenance of the grants management framework and tools, including on and offline tools. This includes application, review, selection process, and tracking and monitoring systems, ensuring all the systems and information is clear and easily communicated to relevant stakeholders and potential and current grantees.
- Agree selection criteria with the senior management team to ensure awarded grants are in-line with, and contribute to, the programme's objectives and manages future Calls for Proposals

2. Oversee and manage the programme grants component

- Manage a small team for delivery, technical support, and monitoring of grants
- Ensure guidelines for grants management, including compliance, financial, and administrative requirements are upheld
- Review grant applications, in consultation with others, ensuring applications are in line with programme criteria and planned outcomes
- Able to critically assess grantee budgets, reports and forecasting ensuring it is aligned with agreed workplans and appropriate for delivery
- Oversee due diligence and contracting of grantee organisations

- Ensure timely and accurate grants disbursements following suitable financial checks
- Leads the Grants Team to implement strong and consistent monitoring and quality assurance standards to assist in measuring grantees technical delivery against workplan, performance objectives, and budget, and establish management mechanisms where delays or issues arise.
- Develop risk matrix for each grantee (with inputs from team and grantees) and regularly track it, escalating potential issues to the Team Leader
- In consultation with the relevant teams in London and Ghana, the Grants Adviser is responsible for identifying and leading all whistleblowing claims and conducting audit procedures (planned or following allegations)
- Acts as the Safeguarding Focal Point in Ghana, reporting to the Safeguarding Lead in Ghana

3. Capacity building and learning

- Lead in developing and overseeing implementation of a capacity building plan for the grantee organisations
- Support the capacity assessment and capacity building of grantee organisations
- Facilitate and support / lead on relevant capacity building areas (e.g. organisational capacity, programme cycle management, communications, financial management, donor compliance)
- Support cross-learning among grantees

4. Monitoring and Evaluation (M&E) of grants and client reporting

- Leading team to ensure progress against programme milestones/logframe and grantee workplans, and to closely track and monitor awarded grants against M&E targets
- Undertake regular on-site monitoring visits to grantees, as required, and at least quarterly
- Work with team to document achievements of the grants and changes that contributed to the improvement of mental health and disability
- Ensure complete, informative, and timely technical narrative and financial reporting from grantees on the programme according to grant component's requirements and guidelines.
- Oversee the Grants Finance Officer in overseeing financial management and reporting of grantees and submission of timely and accurate financial reports to Options.
- Lead on the consolidated narrative and financial quarterly reports for the grants component of the programme to be included in the overall programme reporting to client, and on additional narrative reports as required
- Support the Team Leader to prepare for, and take part in grants related meetings, and
- actively identifies and responds to key stakeholders and donor information needs, as well as the Grants Committee
- Lead effective closeout of grants and associated reporting

5. Coordinate technical implementation and stakeholder relations, including in country partners

- Under the leadership of the Team Leader, support and coordinate across all technical roles and partners within Ghana Somubi Dwumadie, to ensure a coherent team approach to the granting component. This includes drawing on the team's experience and abilities to ensure that the grants component of the programme marries with the wider programme and activities.
- Coach the Grants Team through providing supportive monitoring visits and technical support for grantees to ensure that the team reach the high standard of support and technical competence required
- Ensure that grants team maintain promote good safeguarding practice and maintain safeguarding reporting channels

6. Other

- Ensure that all work is aligned with the Programme's Do No Harm, Safeguarding and Data Protection guidance.
- Represent the Programme in meetings, at public events or conferences as required
- Lead in a collaborative team culture
- In the spirit of teamwork, provide flexible support to colleagues across Options and the consortium

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

Signed by:	Date:
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Person specification

Criteria	Essential	Desirable
Qualifications		
Master's degree in relevant subject area		✓
Experience		
Grant management experience, particularly with CSOs	✓	
Experience (5 – 10 years) in the field(s) of social inclusion (or a closely related programme area such as mental health, disability and/or governance), with a particular focus on social behaviour change and advocacy.	✓	
Leadership and engagement skills for building consensus and inspiring motivation and commitments among diverse stakeholders, including clients, partners and consortia	✓	
Excellent team leadership and management skills	✓	
Experience in designing and coordinating delivery of CSO capacity building plans with a particular focus on grant and resource management, and supporting technical delivery	✓	
A demonstrable track record of bringing about transformational change in challenging environments and relating to complex and sensitive issues		✓
Proven experience in financial management, planning, budgeting and programme control	✓	
Proven experience in risk and change management	✓	
Experience in Monitoring and Evaluation		✓
Experience in Knowledge Management, including peer to peer learning		✓
In-depth knowledge of safeguarding policy, practices and procedures, with experience supporting CSO safeguarding system strengthening.	✓	
Skills and attributes		
Excellent financial management skills	✓	
Strategic thinking, problem solving and decision-making skills	✓	
Planning and organising	✓	

Strong relationship and team management skills	✓	
Strong verbal and written communication skills	✓	
Other requirements		
Commitment to equal opportunities	✓	
A strong commitment to the programmes' and Options' principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights.	✓	
Fluency in English (spoken, written, reading)	✓	
Fluency in national Ghanaian languages (spoken, written, reading)		✓
Ability to travel within Ghana as required up to 30% of working time	✓	