

## Job description

<b>Job title</b>	Grants Officer
<b>Department</b>	Overseas Programmes
<b>Location</b>	Kenya
<b>Reporting to</b>	Grants Lead
<b>Responsible for</b>	N/A
<b>Liaison with</b>	Grants Lead, Finance Team and Programme Management Teams based in London, UK
<b>Hours</b>	Full time
<b>Type of contract</b>	Fixed Term Contract

### About Options

We are a global team of experts and innovators tackling some of the world's most pressing health challenges. We work with leaders and change makers around the globe to bring health strategies to life. We provide ideas, advice and technical know-how that enable our partners to build a path to lasting change.

With 30 years' experience in global health, we collaborate with our partners to explore existing evidence, combine expertise, scale up ideas and co-create solutions that accelerate change. This includes collaborating on policy design, managing initiatives, building powerful coalitions and galvanising social movements. Our impact is felt across whole communities, with a focus on women, girls and those who have been marginalised.

As part of MSI Reproductive Choices, all our profits go back into supporting MSI's own mission of children by choice, not chance.

We believe in a world where everyone can access the high-quality health services they need, without financial burden.

### Our Values

In line with our mission, we are committed to safeguarding the rights and welfare of our staff, partners, and the clients and communities we serve, and expect our team members to share our values and commitments. We are committed to the following principles:

- Our expertise delivers sustainable impact
- Our work generates profit with a purpose
- Through growth and learning, we find new ways to solve complex problems
- We act with integrity, always
- We are building a truly equitable workplace

**Programme: The Girl Generation– “Support to the Africa-led movement to end Female Genital Mutilation”**

The UK Government (Foreign, Commonwealth and Development Office - FCDO) has a vision of a world free from Female Genital Mutilation/Cutting (FGM/C) by 2030, in line with the SDGs. A programme has been established entitled ‘Support to the Africa-led movement (ALM) to end FGM/C’ to contribute to global efforts to achieve that vision. Following a co-creation period, programme implementation began in September 2021.

This programme will support and build the capacity of the Africa Led Movement to end FGM/C at multiple levels and at scale, working in partnership with the rest of the FGM/C movement, complementing UN agencies (such as the UNFPA-UNICEF Joint Programme on FGM/C), Saleema initiative, other alliances (such as Girls not Brides etc.) and grassroots Civil Society Organizations (CSOs), women’s and girls’ movements, etc.

The programme includes two consortia working in close collaboration. Options leads a consortium including Amref Health Africa, ActionAid UK, Orchid Project, ACCAF and University of Portsmouth to implement the ‘Support to the Africa Led Movement to End FGM/C. Population Council is implementing 2‘The FGM/C Data Hub: Data and Measurement Support to the Africa Led Movement to end FGM/C’.

**Main purpose of job**

The Grants Officer will work closely with the Grants Lead to support with the financial management of grants as part of the Programme’s granting component, ensuring compliance with all internal and donor policies.

As a member of the grants team, the Grants Officer will work in a cross-cutting capacity to support with finance and grants management responsibilities across all grantees.

Under the direction of the Grants Lead, the Grants Finance Officer will also liaise with the finance and programme management teams and will support the team in with implementing internal grant management, finance, and compliance processes.

**Main duties**

**1. Support the delivery of the small grant scheme and mechanism based on recommendations from grants scoping exercise and best practices**

- Support the Grants Lead with the small grants scheme setup: application, review, selection process, and tracking and monitoring systems. This may include communicating with relevant stakeholders and potential applicants.
- Under the direction and support of the Grants Lead, utilise the finance management monitoring tools and any necessary tracking tools, and develop any new tools as required.

**2. Oversee and manage the grantee finances**

- Oversee overall progress of the grantee’s implementation against budget, simultaneously coordinating with the Grants Lead and the wider grants team, to have an understanding of implementation progress, including progress against the workplans and performance objectives.

- Work with the grants team to ensure the grantees budgets are reasonable and in line with the workplan, contract and programme criteria, including: Conduct budget reviews at proposal review stage against historic costs available, prevailing market prices including consideration of completeness of costs to determine the reasonableness of the costs/estimates included in the proposal budgets; review budget notes/narratives at proposal stage to ensure their completeness and alignment with the costs estimates included in the proposal budget; and recommend budget revisions to the Grants Lead for consideration and inclusion in the package for submission to the Grants review Committee.
- Follow the established guidelines for grant management, including compliance, financial, and administrative requirements.
- Conduct, under the supervision of the Grants Lead, the due diligence and contracting of grantee organisations as per the granting guidelines Work with the grants team to ensure effective risk tracking and escalating any potential issues to the grants lead

### **3. Capacity building and learning**

- Support the implementation of capacity building plans for grass roots grantee organisations;
- Support the capacity assessment and capacity building of grantee organisations;
- Continuously support grantees' cross-learning by facilitating and capturing best practice and knowledge sharing;

### **4. Monitoring and Evaluation of grants and client reporting**

- Support the MEL team in closely tracking and monitoring awarded grants against MEL plan targets;
- Undertake routine on-site monitoring visits to grantees;
- Ensure complete and timely technical narrative and financial reporting from grantees on the programme according to grants scheme's requirements and guidelines;
- Support financial management and reporting of grantees and submission of timely and accurate financial reports to Options;

### **5. Other**

- Ensure that all work is aligned with the Programme's Do No Harm, Safeguarding and Emotional wellbeing framework
- Represent the Programme in meetings, at public events or conferences as required
- 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.

**Person specification**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
Undergraduate degree in relevant subject area (Business or Finance)	✓	
<b>Experience</b>		
Significant experience in managing programmes and grants, with a proven track record in disbursing grants directly to grassroots organisations in remote and diverse contexts, across a multi-country programme (minimum 4 years)	✓	
Proven experience in designing robust granting mechanisms from inception		✓
Significant financial management experience, as well as budgeting, work planning, and fraud prevention and management	✓	
Experience in designing and coordinating delivery of grassroots capacity building plans	✓	
Proven experience in risk and change management	✓	
Experience of contracts and contracting	✓	
Experience in Monitoring and Evaluation		✓
<b>Skills and attributes</b>		
Excellent grants and financial management skills	✓	
Strategic thinking, problem solving and decision-making skills	✓	
Planning and organising	✓	
Strong relationship management skills	✓	
Strong verbal and written communication skills	✓	
<b>Other requirements</b>		
Strong understanding of, and personal commitment to women and girls human rights, and equal opportunities	✓	

Proven experience on working on programmes relating to FGM/C, GBV or similar		✓
Fluency in English (spoken, written, reading)	✓	
Working proficiency in French (spoken, written, reading)		✓
Ability to travel locally and internationally as required (15%)	✓	
Pro-choice	✓	
Commitment to equal opportunities	✓	
A commitment to the programme's and Options' principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights	✓	