

Grants Officer/Consultant (Uganda and South Sudan)

Background

The USAID-supported Systems to Uphold the Credibility and Constitutionality of Elections in South Sudan (SUCCESS) program supports effective, inclusive, and accountable governance to inform an increasingly stable South Sudan. Through the provision of technical assistance, training, and material support, activities are designed to promote stakeholder participation in processes viewed as legitimate and representative of their aspirations. To achieve this goal, the SUCCESS consortium will work with a range of actors in South Sudan.

SUCCESS is seeking a Grants Officer to serve as a consultant for a period of approximately 90 days. The Grants Officer will provide ongoing support to the grants component of the SUCCESS program which aims to support civil society organizations and foster positive civic engagement in South Sudan. The Grants Officer will support the day-to-day management of the SUCCESS grants activity, to include drafting and release of solicitations of proposals, review of proposals from grantees, negotiation and coordination with potential grantees, oversight of grant implementation, and oversight of grant invoicing, payments, and contract maintenance.

The consultant will be based in Kampala, Uganda with travel to Juba, South Sudan, security permitting.

Job Responsibilities:

The specific responsibilities of the position include, but are not necessarily limited to, the following:

- Support day-to-day management of grants implementation;
- Ensure that grantees meet deadlines established in agreements for implementation and delivery production;
- Work with grantees to collaboratively solve implementation problems and address grantee concerns;
- Supervise grantee financial submissions;
- Supervise submission of grantee financials to home office;
- Manage procurement process for grants, including production of solicitations and review of proposals;
- Liaise with donors, international organizations, and government actors, as needed;
- Maintain sound relationships with counterparts in the field to ensure teams are adequately supported.

Required Skills and Qualifications:

- Master's degree in international relations, public policy, political science, or a related field;
- Minimum of 5 years of project support and oversight;
- Experience supporting USAID-funded programs required;
- Experience in grants management preferred;
- Highly organized and able to prioritize multiple tasks and meet dynamic client deadlines;

- Experience developing and managing budgets, and knowledge of basic budget and accounting procedures is required;
- Strong interpersonal skills and cultural sensitivity to effectively interact with all staff, U.S. and foreign government personnel and members of donor organizations;
- Experience living and working outside the U.S. preferred; and
- Fluency in English and excellent writing and communications skills required.

Application Process:

Interested applicants should submit a cover letter and CV to jobs@democracyinternational.com. Applications will be reviewed on a rolling basis and the position will be filled as soon as a qualified candidate is identified. DI will only contact candidates of interest.

About Democracy International:

Democracy International, Inc. (DI) provides technical assistance, analytical services and project implementation for democracy, human rights, governance and conflict mitigation programs worldwide for the U.S. Agency for International Development (USAID), the U.S. State Department and other development partners. Since its founding in 2003, Democracy International has worked with civil society organizations, political parties, election-management bodies, government agencies, legislatures, justice-sector institutions, and others in 70 countries. DI is an equal opportunity employer.