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**JOB DESCRIPTION**

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| **Job Title:** | **PMU Grants and Compliance Officer** |
| **Company:** | Self Help Africa |
| **Department:** | Programme Management Unit |
| **Location:** | Lilongwe |
| **Reports to:** | CHIEF OF PARTY |
| **Job Purpose:** | The Grants & Compliance Officer will monitor the performance of all financial and operational functions within the BETTER consortium partners. The position holder will ensure that all staff are well versed in EU donor and Consortium policies and procedures, and are adhering to such standards. S/he will summarize EU donor guidelines and requirements and make sure each consortium partner is complying with EU operational requirements and standards for the Better Extension Training Transforming Economic Returns (BETTER) Programme.  BETTER is a five-year EU funded programme that aims at increasing resilience, food, nutrition and income security of smallholder farmers in 10 districts (Karonga, Chitipa, Mzimba, Kasungu, Nkhata-Bay, Nkhotakota, Salima, Chiradzulu, Thyolo and Mulanje) across the country. The programme will be implemented by five NGOs namely SHA Malawi (Lead), Action Aid, Plan, ADRA and EAM. The project has the following specific objectives:   1. To strengthen agricultural extension services through 13,400 FFS groups in order to secure effective and productive services for smallholder farmers in 10 KULIMA districts. 2. To increase the resilience of 402,000 smallholder farmers to adapt to adverse effects of climate change and improve food security in 78 EPAs in 10 KULIMA districts. |
| **Key Responsibilities:** | * In coordination with the Chief of Party and Head of Finance, s/he will develop a plan/dash board, to monitor consortium performance against agreed systems and Programme performances against EU standards. * Review partner monthly and quarterly financial reports in tandem with the Programme Manager and Finance Manager. * Review and evaluate the effectiveness and efficiency of operations, reliability of financial reporting, compliance with applicable laws and the safeguarding of assets. * Provide training to SHA and consortium staff and programme partners to alleviate any weaknesses found during reviews and evaluations.  |  | | --- | | * Ensure donor grant files (electronic and hard copies) are maintained and updated regularly in at PMU and field offices. | | * Visit partners regularly to ensure that partners are maintaining proper books and records and checking transactions and supporting paperwork for donor compliance and identify any disallowable. * Follow up on recommendations from the internal and external auditors to ensure these have been implemented and adhered to. | | * Ensure timely processing of all closeouts and also ensure there is clear responsibility and clearance of issues. | | * Ensure any and all errors found are resolved in all Grants Management processes. * Contribute to effective teamwork, coordination and work planning among development facilitators, technical specialists, and administrative staff in support of project objectives. * Contribute to a working environment of mutual trust, respect, and care among all staff. * Responsible for building the capacity of all project staff, enhancing their commitment, character, competence, and critical thinking. Work with them to develop and implement personal capacity building plans. * Perform other duties as assigned by the CoP and HoFA | |
| **Key Relationships:** | * **Report to** Chief of Party * **Collaborates with** SHA Head of Finance & Administration, PMU Finance Manager, District Project Managers, District Coordinators and M&E Officers, Project Implementation partners, Self Help Africa Malawi Country Programme and Administrative Staff, Consortium Partners, FAO, GIZ, EU, SHA HQ Programme Finance, Partners and Donors Auditors, Banks. |
| **Knowledge and Experience:** | * A minimum of 3 years’ experience in grants management and accounting in a non-governmental organization. * Part Qualified ACCA (or equivalent) with significant experience in grants management partner capacity building and budgetary systems and controls with strong analytical skills. * Knowledge of donors’ financial policies and guidelines; especially EU Guidelines will be an added advantage. * Knowledge and experience of financial computer applications. * Proficient with Microsoft Office, including Word and Excel to a high level. * Good presentation skills |
| **Role Competencies:** | * Excellent communication skills. * Ability to work with minimum supervision and on own initiative. * Ability to work under pressure. * Ability to work as part of team across different cultures. * Ability to solve problems and take corrective action. * Excellent verbal, analytical, organisational and written skills. * People management skills. * Proactive and motivated with a strong commitment to Self Help Africa’s vision, mission and values. * Attention to detail and the ability to produce timely and accurate reports. * Honest, encourages openness and transparency. * Holds the team and partners accountable to deliver on their responsibilities. * Sets ambitious and challenging goals for themselves takes responsibility for their own personal development and encourages others to do the same. * Future orientated, thinks strategically. |

**Safeguarding Statement:** Any candidate offered a job with Self Help Africa will be expected to sign Self Help Africa’s Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require police vetting.

***SHA is an equal opportunities employer***

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