

***Join Our Team***

**Advert for Legal and Contracts Manager**

**Background**

Self Help Africa (SHA - formerly United Purpose) Malawi is an international non-governmental organisation working to create opportunities for lasting improvement in peoples’ lives. We work in partnership with others to support a range of livelihoods and food security, WASH and health, sustainable energy and gender equality programmes reaching over 1,000,000 people a year across Malawi. Globally, we work in nine countries across Africa, Asia and South America, however our Malawi programme is by far and away our largest and most established country programme. SHA currently operates in 17 districts in Malawi, supporting 24 on-going projects. This is an exciting time to join us as we seek to tackle the global challenges in progressive and innovative ways.

**Job Purpose:**

The Legal and Contracts Manager will be reporting to the System Director. she/he is accountable for overseeing all legal aspects of the organisation operations. She /he’s primary duties will include negotiating, creating, and reviewing contracts to ensure they align with SHA organisational policies and legal regulations. You will collaborate closely with various departments to provide legal guidance, mitigate risks, and facilitate smooth organisation operations.

**Key duties and responsibilities**

1. **Legal and Compliance**
* Lead on donor contract review process, ensuring tracking of all global compliance review of contract and following up on actions.
* Support Management in identifying and assessing areas of compliance risk and developing mitigating actions.
* Ensure that SHA Malawi donor contracts adhere to all the legal standards as well as internal policies and procedures.
* Be updated with SHA donor compliance requirements and ensure high quality management of grants through meeting of the requirements and deadlines.
* Coordinate donor audits, work with other departments (to ensure all documentation required is ready and available for donor audits (e.g. vouchers, distribution lists)
* Draft partner contracts and follow up approval with the Global Office.
1. **Due Diligence Assessments and Contracts**
* Lead on SHA due diligence assessment when and as required by an existing or new donor.
* Lead in the development and roll-out of organisational assessments for partners.
* In coordination with the DCD-P and SD draft Partner Agreements and MoUs with relevant and take through signing processes.
* Oversee the partner capacity building as required in partner assessments.
1. **Budgeting and proposal development**
* Assist Project Managers in budget compilation at the project proposal stage, lead in sign off from global office.
* Ensure that support costs are adequately covered in the development of project or funding proposals in line with the organisation’s Cost Recovery Policy.
* Provide day to day support and advice on funding issues relating to current and potential future grants.
* Lead in the review of partnership budgets.
1. **Grant Management**
* Support overview and maintenance of all grants, donor requirements, rules and regulations, and internal and external deadlines.
* Ensure grant kick off meetings are done promptly for all new awards and that proper coding structure and budgets are communicated to budget holders.
* Lead and coordinate grant set up meetings, support mid-term review meetings and lead grant closure meetings for all grants.
* Organise and participate in monthly programme review meetings and support Programme teams to address issues and risks identified.
* Alert the DCD- Programmes, Systems Director, Project Managers of the risk of over/under expenditure, late reporting, control weaknesses or non-compliance with other donor guidelines.
* Ensure that grant income (received and receivable) is accurately reported are promptly claimed from donors in line with donor agreements.
* Monitor and track cash inflows for all projects and prepare the monthly cashflow forecast.
* Maintain a successful grant monitoring and tracking system to assess the status and performance of each grantee quickly and easily, including any implementation issues.
* Disseminate grant information so that all key contributing staff have a clear understanding of requirements and expectations on the grant.
* Coordinate the distribution of the Anticipated Results (AR) to each respective project manager monthly, and support Project Managers and accountants in revising the ARs.
* Provide budget performance reports to Management Team and present the report at the monthly Programme review meetings.
* Coordinate budget realignments, amendments, cost and no-cost extension requests going to the member and donor in a timely manner.
* Contribute to continuously improve internal grant management systems.
1. **Donor Reporting**
* Review Donor Financial Reports from projects, ensuring that they are accurate as per donor reporting requirements. Liaise promptly with Project Managers on any issues that may arise before signing them off to DCD Programmes.
* Work with the Programme Development Manager to coordinate donor reporting to ensure that reports are signed off at Global Office, delivered on time and supported by auditable records.

**Desirable Qualifications & Experience**

* A bachelor’s degree in organisational development, Business, Law, humanities, and related fields.
* A Legal background or experience is highly desirable.
* At least 4 years relevant in grant management and compliance functions, preferably with International NGOs, with thorough understanding of major donor standard requirements.
* Experience in managing external communications with donors.
* Experience in providing staff capacity development training.

**How to apply**

Qualified and interested candidates who meet the stated requirements must submit a completed [Application Form](https://selfhelpafrica.org/ie/wp-content/uploads/sites/4/2024/04/SHA-UP-Application-Form-to-update.docx). The completed application form should be uploaded, together with the **Cover letter, curriculum Vitae and Copies of certificates** saved in your name, [to this link](https://selfhelpafrica.org/ie/careers-apply/?jbcd=500QD00000Cp9yW%20-%20Advert%20for%20Projects%20Manager%20(60944)). The Job Description is [available here](https://selfhelpafrica.org/ie/wp-content/uploads/sites/4/2024/04/ADVERT-FOR-PROJECTS-MANAGER-1.docx-EK-1-1.docx).

No hard copies / physical applications will be accepted. **Please note zipped Folder will not be accessed.**

**Closing date for the receipt of completed application forms is 12:00 Midnight of 25th April, 2024** Only short-listed candidates will be contacted.

All candidates 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/DBS/ vetting. Self Help Africa takes the safety and well-being of all those we work with, and our staff, very seriously. We have a zero-tolerance policy on abuse. Our recruitment is safe, meaning that we recruit staff with the highest values and standards of ethical behaviour. Self Help Africa has a Safeguarding Children and Vulnerable Adults Policy, which reflects our commitment to protecting the people with whom we work. All candidates will be expected to comply with this policy and its procedures.

For more information about the organisation, please visit our website at [www.selfhelpafrica.net](http://www.selfhelpafrica.net/).

**SHA is an equal opportunity employer.**