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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:** | PMU Programme Manager |
| **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 PMU Programme Manager 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. * Develop a reporting calendar for the consortium and share performance monitoring against the calendar with the Senior Management Team of the consortium on a quarterly basis. * 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.  |  | | --- | | * Create program budgets and budget revisions for all prime recipient contract and grants submitted by the organization in coordination with the applicable programmatic staff. | | * Preparation of timely variance reports on a monthly basis and maintain consistent interaction with the program staff to monitor the financial progress of grants against the plans. | | * 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 for donor compliance. * 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. | | * Coordinate start up meetings to ensure all key donor requirements are shared with partner staff. | | * 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 PMU Programme Manager. | |
| **Key Relationships:** | * **Report to** PMUProgramme Manager * **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, a non-governmental organization. * Part Qualified ACCA Significant experience in financial monitoring, budgetary systems and controls with strong analytical skills. * Knowledge of donor financial policies and guidelines knowledge of EU Guidelines. Knowledge and experience of financial computer applications. * Proficient with Microsoft Office, including Word and Excel to a high level. |
| **Qualifications/Other Requirements:** | * Good personal organisational skills, including time management, and ability to meet deadlines and work under pressure. * Good communication and interpersonal skills and ability to work as part of a team. * Commitment to and understanding of Self Help Africa aims, values and principles. * Willingness to travel to field offices and work in difficult environment from time to time * Ability to work within a multicultural setting. * Experience of working in a busy INGO environment. |
| **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. |

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