



Habitat for Humanity Ethiopia Vacancy for Grant Officer

Job Description

I. Position Details

Title: Grant Officer

Reports to: Finance and Administration Manager (FAM)

II. Organization Overview

Driven by the vision that everyone needs a decent place to live, Habitat for Humanity began in 1976 as a grassroots effort on a community farm in southern Georgia. The organization has since grown to become a leading global nonprofit working in nearly 1,400 communities throughout the U.S. and in nearly 70 countries. Families and individuals in need of a hand up partner with Habitat for Humanity to build or improve a place they can call home. Through financial support, volunteering or adding a voice to support affordable housing, everyone can help families achieve the strength, stability and self-reliance they need to build better lives for themselves.

Habitat for Humanity Ethiopia (HFHE) started operation in 1993 as a branch of Habitat for Humanity International (HFHI). HFHE has provided simple, affordable shelter for families in Ethiopia while also working to improve Water, Sanitation and Hygiene and empower Vulnerable Groups in the country.

III. Position descriptions

Purpose of the position

The Grant officer will ensure the compliance of all donor grant requirements through use of donor and grant information recording and tracking and donor relationship principles and practices. As part of the finance team, the grant officer ensures donor compliance through coordination with program and finance team, consolidation and timely submission of accurate and informative reports to finance, Program and Resource Development and Communications (RDC) departments and the Area office as per the requirements of the grantee or donor as needed. He/she is responsible to assist the finance, program and projects team in proper grant projects implementation, timely update on financial status (Budget vs actual) analysis on a regular basis and also assist in the preparation of grant proposals and reports and provide inputs to other compliance reports to government line offices.

Major Job Objectives

1. Develop a thorough understanding of all grants and respective donors and projects based on requirements /term sheets/ of compliance and prepare monitoring system and checklist that includes follow up on all required proposals, reports and donor communication in consultation with RDC department, finance and program department
2. Assist in review of concept notes and grant applications and provide input for proposal development specifically by working on the financial and budget part of the proposal as well as co-funding / matching fund possibilities from existing grants.

3. Assist in the preparation of timely, accurate and relevant donor reporting, on a regular basis (monthly) and as per reporting timeline involving all stakeholders, i.e, Finance, program and project teams, and RDC department as needed
4. Assist and participate in programmatic and financial audits specific to grants and develop tools and methods for such audits, in collaboration with all stakeholders.
5. Support the design and implantation of Project monitoring & Evaluation systems and data management that allows for dev and measurement of key organizational indicators as agreed Follows-up and monitors grantees for budget utilization and the implementation of planned activities as per the agreement, be a grant focal person who follows up with grantees on financial and grants information, Update and check the grant matrix monthly to confirm that the grant budget has not been over-obligated. This task extends to a regular updating of the grant matrix in keeping track of financial information for timely decision by senior management.
6. Support Program and other units to document lessons learned and better practices from projects, especially pilots, that are well documented and shared in an appropriate manner with stakeholders
7. Maintain comprehensive files, including correspondence, approvals and complete sets of documents for each grant in accordance with the Grant requirements and/or Term sheets, ensure filing of grant related documents electronically and in hard copies using HFHI file sharing procedures, make sure that grant related files and records reflect high professional standard

IV. Job Requirement

Required

- BA Degree in Accounting and Finance and related fields
- Minimum 4 years of experience, at least 2 years with grant or contract management and compliance in an NGO environment
- Fluency in English and Amharic
- Exceptional technical writing skills in English;
- Proficiency with software such as Word, Excel, Access and other data base systems, PowerPoint, Outlook, etc
- Teamwork, working with different departments

Preferred

- Sun system software knowledge
- Previous experience with USAID projects

Interested applicants are invited to send their non–returnable application letter by *quoting the position* in the subject matter including updated CV to Human Resources Department, HFHE in Ethiopia through P.O Box 8953, Addis Ababa or email: hfheapplication@habitatethiopia.org.

The closing date for submitting applications is **within 10 days from the date of announcement**
Only short-listed candidates will be contacted for further screening.