

Job Title: Grants and Contracts Officer

Reports to: Director of Grants, Contracts and Compliance

Start date: As soon as possible

Location: Asia Region, Preference to candidates in Thailand

Types of contracts: 12-months fixed-term contracts

LoE: Full time

Job Family: Grants & Contracts

Job Sub-family: Multi-Discipline

About Internews:

Internews works to ensure access to trusted, quality news and information that empowers people to have a voice in their future and to live healthy, secure, and rewarding lives. We envision a world where everyone can communicate freely with anyone, anywhere, and exchange the news and information they need to shape their communities and the world.

For 35 years and in more than 100 countries, we have worked with our local partners to build hundreds of sustainable organizations, strengthened the capacity of thousands of media professionals, human rights activists, and information entrepreneurs, and reached millions of people with quality, local information, improving lives and building lasting change. On issues ranging from health and the environment to conflict and governance, Internews has developed approaches that harness the power of media and information to create positive change.

Internews is a charity operating internationally, with administrative centres in California, Washington DC, London, and Paris as well as regional hubs in Bangkok and Nairobi. Formed in 1982, Internews currently has offices in Africa, Asia, Europe, the Middle East, Latin America and North America.

Our commitment to a culture of belonging:

Internews is passionate about our core values and about supporting positive change in the world. We pride ourselves on our commitment to innovation and flexibility. We believe that diverse teams are strong teams, and work to support an ethic of belonging, dignity, and justice for all people. Our current team includes a mix of genders, parents and non-parents, the self-taught, and people of multiple races, nationalities, ages, sexual orientations, and socio-economic backgrounds. We are an Equal Opportunity Employer and encourage candidates of all races, genders, ages, abilities, orientations, ethnicities, and national origins to apply, and actively welcome those with alternative backgrounds and experiences.

About the Role:

This role is with Internews Europe's department of Grants, Contracts and Compliance (GCC). The role will be based in the Asia Region, and will report directly to the Director of GCC in London, United Kingdom. It will oversee all stages of the award management process, from funding

proposals programme close-outs. The role will have the overall responsibility of ensuring contractual and regulatory compliance of awards contracted to Internews Europe. You will work closely with Regional Offices and Technical Leadership Teams to ensure that our programmes receive seamless and rigorous contract management support, irrespective of sources of funding and forms of donor awards.

You would be expected to have a deep understanding of the rules of major European donors, particularly the European Commission and Sida. You will lead on the design and implementation of departmental initiatives to grow compliance expertise of project teams and London-based staff. This role is pivotal for the building and maintaining of culture in which employees are expected to do the right thing - not the fast thing.

Development and Pre-Award:

- Reviews and approves teaming agreements and non-disclosure agreements with prospective project partners; develop other forms of tailored agreements when required, such as MOUs and Consortium Agreements.
- Reviews and edits budget proposals to prospective donors ensuring: accurate, complete, and consistent submissions; compliance to donor requirements; appropriateness and sufficiency of budgets.
- Coordinates pre-award due-diligence process with prospective donors; reviews and negotiates agreements with donors for incoming awards and modifications; accountable for the management of associated risks;

Agreement management:

- Advises Internews staff and partners on matters of internal and donor compliance throughout the project management cycle;
- Leads on effective operational start-up of new projects, including inductions to donor requirements, correct adaptation of standard award procedures and templates, and trainings for staff and partners on donor rules, and Internews' procedures for the management of procurements and grants. This work involved country visits where possible and necessary;
- Works closely with the Internal Audits Manager to set up and implement effective internal controls.

Grants:

- Participates in the recruitment of key grant management positions for Internews Europe's projects. Contributes to inductions and trainings of Internews' staff;
- Leads on the process of due-diligence for prospective grantees. Prepares grant agreements in compliance with Internews's and donors' requirements;
- Spot-checks and provides final approvals to financial reports from grantees. Checks the correctness of calculations of advances to grantees;

- Coordinates closes-outs of grant agreements, provides guidance to Internews staff and sub-grantees.
- Builds grant management capacities of Internews staff and grantees, collects and replicates best practices.

Contracts:

- Manages resource sharing agreements with our Alliance partner - Internews Network (IUS) – within their portfolio of projects;
- Advises staff on IEU’s and donors’ requirements for procurements in line with Internews’ Procurement Policy and Procedures.
- Supports the development of procurement plans to ensure internal and donor compliance;
- Manages the design and administration of higher-value procurements. Negotiates terms and conditions with sub-contractors;
- Drafts and, within delegated authority threshold, signs sub-contracts and amendments.

Other:

- Establishes and maintains records in Internews’ award management platform. This involves significant data entry responsibilities and accountability.
- Actively contributes to corporate level risk management, monitoring and mitigation.
- Other responsibilities at the GC&C as required by business needs and assigned by the Director of GC&C.

Essential Qualification, Knowledge, Skills & Experience:

- BA degree in a relevant field (not required if there is a strong work experience). Strong experience preferred over formal education.
- Strong work experience in a grants and contracts role, preferably in the NGO sector;
- Strong expertise in rules, regulations and requirements of major European donors. Experience in the compliance-management of awards from the European Commission and SIDA is essential;
- Experience in staff and partner training, both face-to-face and remotely;
- Experience in the management of procurements and grants under awards from major European donors;
- Ability to multitask, prioritise, and manage workload effectively;
- Exceptional attention to detail;
- Microsoft Office user, with advanced skills in Excel;
- Strong problem-solving and analytical skills. Solution driven. Can-do attitude;

- Effective communication skills; verbal and written.

Desirable Qualifications, Knowledge, Skills & Experience:

- Expertise in managing commercial contracts with European donors, including EC and FCDO
- Good command in one of the following languages: Russian, Spanish, French.
- Experience working in country offices.

Candidates must submit a succinct cover letter of no more than 1 page explaining how they satisfy the requirements of the role, and a CV highlighting relevant experience. Successful candidate will also be asked to provide three professional referees, one of whom must be from their most recent employer.

The above noted job description is not intended to describe, in detail, all the tasks that may be assigned but rather to give the job holder a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.

Recruitment timeframe:

Deadline for applications: 06 January 2025