



## Grants and Contract Manager

<b>JOB PROFILE</b>
<b>Position Title:</b> WoMin grants and contracts manager
<b>Location:</b> Johannesburg, South Africa where the secretariat is housed
<b>Duration of contract:</b> Two-year contract with strong possibility for extension based on funds mobilised and performance
<b>Purpose of Role:</b> The Grants and Contracts Manager works as an integral part of the WoMin Operations Team, is accountable to the Director for her grants management responsibilities, collaborates with other functions, and supports the WoMin management committee (Mancom) to fulfil its responsibilities for effective donor and contract management. Her main responsibilities include support to fundraising and effective management of institutional funders; leading on the implementation of improved M&E systems and processes including stronger organisational reporting; working with programme managers to more effectively monitor and manage partner and consultancy contracts in support of donor accountability; and capacity building of WoMin and partners on grants and compliance related matters.

### Key responsibilities include but are not limited to:

Key Responsibility Area	Main Tasks	Accountabilities
Fundraising and grants management	<p>Tasks include tracking, identifying, assessing the appropriateness of, and responding to appropriate institutional fundraising opportunities</p> <p>Supporting donor proposal development including all processes related to due diligence of WoMin and partners, and overseeing budgeting</p> <p>Building, maintaining and managing a donor register and tracking through all donor accountabilities to responsible staff, including the finance team</p> <p>Managing donor reporting: working with programme staff to draft first cuts which align to donor formats, and make adjustments on the basis of feedback from programmers and the Director</p> <p>Strengthen the sharepoint common fundraising folder, ensuring that the archived folders are complete and that the current folders include all final documents and formats</p>	Director



Key Responsibility Area	Main Tasks	Accountabilities
	<p>Developing and embedding other best practices for complying with donor contracts and financial rules</p> <p>Donor contract expenditure tracking, advising the Director and programme staff about likely over or underspending and supporting the process of donor negotiations on budget reallocations</p> <p>General monitoring and providing management information on key risks relating to donor contracts and the management thereof</p> <p>Translate any and all of the above into written policy and systems</p>	
Improved M&E and organisational reporting	<p>Overseeing the M&amp;E system and proposing adjustments needed in light of internal needs and donor requirements</p> <p>Manage monthly, six monthly and annual organisational reporting</p> <p>Lead on innovating M&amp;E methodology and tools, such as storytelling, most significant change etc.</p>	Operations head
Contracts management	<p>Ensure a full, strong and legally binding portfolio of contract formats</p> <p>Building and maintain an ongoing database of partnership and consultancy contracts for global overview of links to programmes and donor accountabilities</p> <p>Track all contracts, ensuring that deadlines and reporting accountabilities are met, and if any adjustments are required these are documented and legally binding</p> <p>Building and deepening systems for partner due diligence</p> <p>Monitoring contracts and flagging out concerns to the Mancom and Director</p>	Operations head (with soft line to Director)
Capacity building in contracts, compliance management etc.	Run orientation, training and offer bilateral support to all staff to ensure that organisational accountabilities, including to donors, are satisfied	Operations head (with soft line to Director)
Contribute to the organisation's internal processes	Providing input to WoMin's strategy, annual and project plans	Operations head (with soft line to Director)



Key Responsibility Area	Main Tasks	Accountabilities
and projects	<p>Represent WoMin to national, regional and global platforms as mandated by WoMin's Director and/or Mancom</p> <p>Undertake organisational tasks as negotiated with the incumbent's line manager and the WoMin Director.</p>	

### Desired Skills & Experience

The successful candidate will have:

- Minimum eight years' experience in NGO sector in progressively senior programme management positions
- Preference to a candidate who has worked in women's rights, extractives or natural resource organisations and with experience in or a strong inclination to supporting movement-building
- In-depth understanding and experience of working to build proposals and manage contracts with a range of institutional funders
- Experience of complex planning, budgeting and management processes including the ability to provide clear guidance on donor policies and procedures
- Comprehensive understanding of narrative and financial reporting, review and analysis
- Strong writing skills non-negotiable
- Experience of working in a global team and providing support from a distance
- Willingness to travel up to 25% of the year
- Knowledge of French and/or Portuguese would be an advantage
- A team player who meets deadlines, is able to problem-solve with others, is open to learning and is able to work with full accountability to team members and to her line manager.