



Grants Officer

Grants Officer
Damascus, Syria

We are looking for a highly qualified individual to fill-in the vacancy of Grants Officer to work in Damascus under employment contract.

Who are we?

DRC has been working in the MENA region since 2003 and is currently one of the few international organizations registered and operating legally in the countries of Iraq, Syria, Lebanon, Turkey, Libya and Jordan. Since 2013, DRC has been operating as the largest INGO responding to the Syrian crisis in Syria and Lebanon and has assisted over 1 million refugees and IDPs a year. DRC has been actively operating in Syria since 2008, mainly supporting refugees. In June 2012, DRC was authorized by the Syrian Ministry of Foreign Affairs (MoFA) to expand its humanitarian efforts and provide assistance to IDPs and the vulnerable resident population countrywide. Since then, DRC activities have been focused on NFI distributions, Shelter, WASH, Protection, Education, Livelihood and Mine Risk Education in six Governorates (Damascus, Rural Damascus, Dara'a, Aleppo, Hama, and Homs).

About the job

The Grants Officer will be responsible for coordinating donor reporting, protection monitoring reporting and project knowledge management systems within the DRC program in Syria. This will include working closely with DRC program Staff, Advisors and Senior Managers to draft and edit donor reports; coordinate compliance with various institutional donor rules, DRC policies and support Grants team in all aspects of grant management.

Duties and Responsibilities

Grants Management – 40%

- Keep track of and coordinate donor reporting schedule and requirements, as stipulated in the donor contracts, ensuring all relevant staff are aware of their obligations;
- Support in coordination of the regular grant meetings, ensure all meetings are documented and minutes circulated to all the relevant people; and follow up with action points.
- Responsibility for maintaining information management tools such as Grants Tracker, Grants management system (GMS), internal shared folder for the grants unit.
- Maintain and ensure the use of grant management tools such as workplans, results tracker, spending plans, HR plans etc by program staff.
- Support teams in compliance guidance in areas of donor reporting, realignments, NCE and CE with support of GM.
- Disseminate information timely when a new contract is signed, and organise kick off meetings with support of GM or PDM

Reporting – 50%

- In consultation with the Grants manager, assist in consolidating and/or quality control of reports, in relation to donor requirements.
- Ensuring that reporting deadlines are respected internally and externally
- Review, edit and draft reports to submit to Grants Manager for final review and quality check.
- Ensure that reports are prepared by the relevant responsible person before the deadline and is consolidated. Strictly ensure that Donor deadlines are adhered to.



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Application due:
3/4/2017

Workplace:
Damascus

Homepage:
drc.ngo

Contract type:
National contract

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- Send frequent reminders of Donor reporting deadlines well in advance to the project owners and other stakeholders.
- Document the submitted reports both in physical files and electronic archives.
- Regularly extract and analyze community services program data (both quantitative and qualitative)
- Review and translate community services program data collected through DRC community centers on a weekly basis
- Produce weekly basic data analysis and monthly trends analysis on protection concerns, with the support of the Community Services Advisor;
- Provide technical support to community services teams regarding the use of data entry and analysis tools.

Grant unit support – 10%

- Support Project Development Manager and other Grants Managers, depending on urgency of deadlines
- Organise grant meetings and update minutes
- Support with administrative tasks for the grants unit
- Occasional ad-hoc assistance to grants unit on translation of Arabic materials into English

About you

In this position, you are expected to demonstrate DRC' five core competencies:

Striving for excellence: You focus on reaching results while ensuring an efficient process.

Collaborating: You involve relevant parties and encourage feedback.

Taking the lead: You take ownership and initiative while aiming for innovation.

Communicating: You listen and speak effectively and honestly.

Demonstrating integrity: You act in line with our vision and values.

To be successful in this role you must have:

- University degree in social science, political science, journalism, or related field of discipline;
- Relevant (2-3) years experience in reporting & grants experience at a national or international level, preferably in the humanitarian field;
- Prior or recent working experience with international NGOs or UN agencies is an advantage
- Fluent and advanced writing and speaking skills in English & Arabic
- Strong computer skills (Excel, Word, PowerPoint and Outlook)
- Demonstrated ability and effectiveness in dealing with internal and external actors at different levels
- Strong organizational skills and attention to detail
- Strong interpersonal skills, including relationship building, presentation skills, communication
- Ability to work under pressure, on a range of tasks, meeting deadlines and managing competing priorities
- Full respect for client/organization confidentiality is a definite pre-requisite
- Ability to work in a multicultural environment with flexibility and respect for all team members

We offer

DRC will offer the successful applicant a six month contract, renewable dependent on both funding and performance. Salary and conditions will be in accordance with Danish Refugee Council's Terms of Employment for National Staff for the Officer level.

Application process

Interested? Then apply for this position, go to <https://drc.dk/about-drc/vacancies/current-vacancies>, search for this vacancy and click on "Apply for position". All applicants should send a cover letter and an updated CV in the same language as the vacancy note. Applications close on the 4th of March 2017.

If you have questions or are facing problems with the online application process, please contact job@drc.dk

Need further information?

For further information about the Danish Refugee Council, please consult our website www.drc.ngo

The Danish Refugee Council (DRC) is a humanitarian, non-governmental, non-profit organisation founded in 1956 that works in more than 35 countries throughout the world. We are the largest humanitarian NGO in Denmark and consistently ranked as one of the world's best NGOs according to Global_Geneva.

We fulfil our mandate by providing direct assistance to conflict-affected populations – refugees, internally displaced people and host communities in the conflict areas of the world. We also advocate on behalf of conflict-affected populations globally on the basis of humanitarian principles and the Human Rights Declaration. Our work and long-term strategies are guided by our five core values: Humanitarian approach - Respect - Independence & neutrality - Inclusion - Honesty & transparency.

You can read more about our vision and work on drc.ngo.

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