

JOB VACANCY ANNOUNCEMENT
Grants & Learning Manager

Job Title: Grants & Learning Manager	No. of positions: 1
Location: Male', Maldives with occasional travel	Job requisition No: TM/JR/2023/020
Start Date: Immediate	Job posting date: 6 September 2023
Remuneration: MVR 23,808/- to 29,180/-take-home)	Closing date: 17 September 2023 before 4:00pm (Male' Time)
Duration of Contract: Initial fixed-term contract of 1 year (with a 3-month probation period) with the possibility of extension	

1. Organizational Background

Transparency Maldives (TM) is a non-partisan organization that endeavours to be a constructive force in society by promoting collaboration and discussion on corruption, transparency, and accountability. Our organization seeks to engage with stakeholders from all sectors (government, business, politics, and civil society, among others) to raise awareness of corruption's detrimental effects on development and society, improve transparency and accountability in governance, and eliminate corruption from the daily lives of people. TM received formal government registration in 2007 and is the National Chapter of Transparency International (TI) in the Maldives.

2. Position Summary

The Grants and Learning Manager will be a core member of TM's grants' & MEL team and will oversee, plan and manage all aspects of TM's sub-grants to civil society organizations. The Grants & Learning Manager will develop and set-up the grants & MEL management mechanism of TM, to implement the awarding of grants and sub-grants and ensure that the mechanism is operated in line with donor requirements and best practices. The Grants & Learning Manager will report directly to the Executive Director. This position is open for Maldivians only.

3. Key Roles and Responsibilities

a. Grants Management

- Implement & monitor TM's grant management system to ensure compliance with donor requirement and improve the process as needed. Adhere to TM and USAID policies and regulations in all aspects of project grant administration.
- Lead and manage the grant management process for TM and provide oversight and guidance to the Grants Team on a daily basis to achieve the performance indicators agreed with donors and in line with approved budget and work plans.
- Work with technical, project management, and project team members to develop Requests for Application (RFAs) and/or Annual Program Statements (APSs) to solicit applications for new grant activities as directed by the Chief of Party.
- Oversees the assessment of administrative and financial capacity of grant applicants. Ensure

that Pre-Award Financial Reviews are completed and reported.

- Review grant budget estimates for allowability, allocability, reasonableness, and consistency, as well as compliance with USAID and TM regulations and policies.
- Ensure that all grant agreements are generated and reviewed with grantees.
- Provide technical support and training to grantees to ensure successful implementation of grants projects.
- Ensuring that grantees understand and meet compliance requirements of donors and the organization.
- Review and ensure deliverables/milestones are achieved prior to disbursement of funds to donors and sufficient supporting documents are submitted.
- Ensure that all grant activities are properly documented from the start of implementation to grant close- down using TM grant management systems.
- Ensure timely and well documented close-out of grants, ensuring completeness and quality of grant files.
- Timely preparation and submission of progress reports and financial reports to TM management and donors.
- Establish a mechanism and maintain records for tracking grant proposals, awards, active and closed grants, and related statistical information and provide quarterly updates to the Chief of Party.
- Plan and train the Grant's and support teams in grant management and organize and coordinate trainings for subgrantees.
- Ensure all the relevant subgrants information are updated in the FSRS system.

b. Monitoring & Evaluation

- Designing, managing, and implementing organization-wide MEL activities – these include, but are not limited to, identifying and customizing appropriate methods and tools for data collection and progress monitoring, developing appropriate indicators for success and innovative methods of project impact measurement, data collection and analysis, sharing best practices and delivering regular MEL trainings for TM staff.
- Ensuring that TM and national partners have timely and accurate measurement of change in conditions in the country or region, including monitoring of socio-economic trends and the country's wider policy, economic or institutional context, to facilitate planning and to draw conclusions about the impact of programmes or policies.
- Responding to donor evaluations and data quality assessments (DQAs) for USAID projects.
- Providing assistance on project proposals, including developing MEL plans, logical frameworks, and performance monitoring plans.
- Work closely with the program and finance team to ensure timely support and guidance is provided to facilitate grantees in complying with M&E, Financial and program reporting requirements of TM and the donors.
- Keeping abreast of developments in project changes and progress in order to advise and recommend tools and strategies to increase program performance and results.
- Support the integration of MEL functions into program work and strengthen the programs team including subawardees, subgrantees and project partners MEL capacity to ensure project results

are captured and reported in a timely manner.

- Mentoring and coaching the MEL team and strengthening the MEL function within the organization.

c. Report writing and evaluation.

- Supporting Program Managers and project teams with drafting and submitting progress reports to donors in a timely fashion.
- Ensure that project results are well reflected and reported in the reports by organizing internal reviews and planning sessions with program teams and the stakeholders.
- Support institutionalization of learnings
- Support to strengthen in-house reporting skills.

d. Organizational

- Assist other project teams where assistance is required.
- Travel to islands when requested to conduct workshops and other community engagements.
- Attend international conferences, seminars and other events on behalf of the Organisation.
- Cover the work of absent colleagues as necessary and undertake other duties as may reasonably be expected to support the organization.
- Collate information related to corruption and good governance in the Maldives and stay informed of developments and trends in the field.

e. General

- As an employee of TM, adhere to TM's Code of Conduct and all HR policies.
- Adhere to TM's procurement and financial policies in all project implementation.
- Work in accordance with confidentiality rules practiced at TM

4. Key Attributes:

Required

- Bachelor's degree in social sciences, business administration, public administration or other related field with 7 years of work experience and with at least 5 years in grant management, project management and implementation, financial analysis, accounting/auditing, or other related field.
- Experience in supporting fundraising activities.
- Solid grasp of project finances and managing complex budgets.
- Excellent interpersonal skills, including ability to work independently and as part of a team.
- Proactive, detail oriented, highly organized, problem solving mindset.
- Able to work under pressure to meet tight deadlines and work long hours when required.
- Good knowledge of MS Office (in particular Word, Excel and PowerPoint).
- Ability to handle confidential information.
- Professional language proficiency (written and spoken) in both Dhivehi and English.
- Strong analytical, problem-solving, and decision-making skills.
- Strong commitment to Transparency Maldives' and Transparency International's values and standards.

Desired

- Master's degree in social sciences, business administration, public administration or other related field and 3 years work experience in related field.
- Knowledge of donor agencies especially USAID.
- Experience of working with civil society organizations especially community-based organizations.

Closing date for applications: 17 September 2023 before 4pm (Male' time)

Application and selection procedures:

Please e-mail the following documents, addressed to Executive Director, to jobs@transparency.mv.

- All documents must be emailed in pdf format.
- Completed job application form (can be downloaded from TM website <https://transparency.mv/job-application-form/>)
- Curriculum vitae.
- Education certificates. (Diploma or bachelor's degree etc). (If certificate is not available, course completion letter from University/College/Institution or transcript can be attached instead)
- Employment reference letters.

Only short-listed candidates will be *contacted for interviews*.

Transparency Maldives is an equal opportunity employer. Selection of staff is made on a competitive basis, and we do not discriminate on the basis of national origin, race, colour or ethnic background, religious belief, sex, gender identity and expression, marital or family status, age or ability. We kindly ask applicants to refrain from including in their application information relating to the above as well as from attaching photos.