



Job Title: - Grant Officer

Hours: 40 hours per week

Duration: Permanent

Reports to: Grant Manager.

Duration: Annual (Renewable)

Location: Smart African Development Consortium P. O. Box:800334
Ntinda Plot 1191, Masembe Road

Background:

Smart African Village Development Consortium is seeking qualified and experienced persons for this position. The organization is committed to ensure the efficient, fair, and responsible distribution of grant funds, while supporting the success of funded projects. By managing the application, funding, monitoring, and reporting processes, they help organizations.

Purpose:

To ensure full accountability of SADO Grants, efficiently, transparently, and in compliance with relevant policies and regulations, liaison between funding organizations (such as government agencies, foundations, or corporations) and grant recipients.

Key Responsibilities.

- Oversee the disbursement grant funds and ensure proper allocation in alignment with SADO objectives.
- Prepare periodical financial reports and financial statements in alignment with donor requests, communicate with funding agencies to provide updates of projects.
- Monitor project budgets, expenses and financial reporting requirements.
- Track grant funding guidelines, ensuring compliance with terms and conditions and coordinate audits to enhance transparency of donor activities.
- Liaise with donors, government agencies, partners in regards to SADO mission and objectives of program activities.
- To maintain a strong relationship with funders to enhance future funding opportunities.

Qualifications and Experience.

- Bachelor's degree in Business Administration, BCOM or any other related fields.
- Minimum 2-3 years of experience in working with NGOs or Donor related Organization.
- Knowledge in Usage of Accounting packages and a professional course is an added advantage.

Key skills and competences.

- A strong grant and proposal development writing skills.
- Knowledge of budgeting, financial management and reporting for funds.
- Excellent communication and negotiation skills
- Ability to multi-task and meet deadlines.