



JOB DESCRIPTION: Grants Manager.

Job Title: Grants Manager

Hours: 40 hours per week

Duration: Permanent

Salary: Dollars 2500

Responsible to: Finance controller.

Responsible for: Grants and Donor Partners

Location: Smart African Development Consortium

P. O. Box:800334 Ntinda Plot 1191, Masembe Road

Role Description

The Grant Manager is responsible for overseeing the administration, compliance, financial management, and reporting of grants, with a specific focus on funding related to SADO Mission and objectives to ensure that funds are utilized effectively, in alignment with donor requirements and organizational policies, while supporting programs aimed at the prevention, control, and management of NCDs.

The Grants Manager will be responsible for managing and coordinating the day-to-day administration of a large range of SADO's grant programs and funds, making effective grants that support the objectives of SADO and meeting community needs and donor priorities.

About You

You will be someone who has excellent leadership skills and significant experience in managing and leading staff team. You will have knowledge, Skills, and experience to build a strong team that can deliver high quality service. You will be motivated and committed to SADO values, Vision and Mission. You will have excellent communication skills, with ability to deal with people from diverse backgrounds and be able to build relationships with staff and stakeholders.

We expect you to have strong administrative skills and be highly organized, with the ability to manage a large volume of different funds and programs. You should be able to plan and manage your time effectively and prioritize your workload and/or work under pressure. We

expect all our staff to have strong IT skills and be competent in using MS Office or Google Workspace and databases.

We also expect that you will identify improvements and efficiencies to help us improve our services and live our culture and values.

Main Responsibilities

The responsibilities of the Grants Manager will include:

Leadership and staff management

- Leading, managing and developing a strong team where individuals are working towards outcomes which are in line with the vision, mission and values of SADO;
- supporting the team to deliver an excellent grants and donor care service and build relationships with donors and funders which result in increased income for SADO;
- Line managing the Grants & Donor Care staff, providing support and supervision to these staff, monitoring their performance and ensuring they meet individual and team Key performing Indicators(KPI's).

Grant Management

- Develop and manage grant agreements, ensuring compliance with donor requirements and organizational policies.
- Monitor grant implementation to ensure adherence to timelines, budgets, and reporting requirements.
- Maintain accurate records of grants, contracts, and financial reports.
- Provide guidance on donor regulations and policies to program and finance teams and ensure alignment of grant activities with global and national NCD strategies and frame works.
- Conducting and overseeing the assessment of grant applications
- Work with finance teams to track spending and ensure timely disbursement of funds and assist in budget forecasting and financial planning for NCD-related grants.
- Collaborate with program teams to design and implement NCD-focused projects funded by grants.
- Act as the key Relationship Manager with some donors and funders, providing excellent donor care to ensure continued investment in the local community through the Community Foundation

Monitoring Impact

- Develop reports on the impact of projects in receipt of grants allocated under the wide variety of Funds and Programs administered by SADO;
- Ensure that funds and programs meet targets and objectives and returns and reports are submitted accurately and on time.

Policy, Knowledge and Learning

- Identify policy issues arising from applications and delivery of grants, and liaise with the Grants Director on how these may influence the direction of grant-making and the wider policy work of the Community Foundation;
- Being informed about the community and voluntary sector and relevant policy issues and how this impacts upon the sector;
- Participating in and contributing to the overall work of SADO in Busoga Sub-region.
- Identifying opportunities for personal development and learning.

Networking & Communications

- Liaising with Ministry of Health and SADO Communications team on funds and projects of interest;
- Leading on the delivery of grant information events and funding fairs, site visits, conferences and seminars, where appropriate.

General

All staff are required to:

- Carry out their work in accordance with the organisational values and ensure that their behaviours are in keeping with our values;
- Be aware of, understand and comply with all of the Foundations policies and procedures;
- Manage their workload effectively while ensuring the efficient use of office resources and in particular Google Workspace and the Foundation's database, Salesforce;
- Maintain at all times the confidentiality of information received;
- Carry out such other appropriate tasks and work as requested;
- Attend and participate in staff meetings, team meetings and relevant training;
- Attend some of the SADO events each year;

This Job Description is not intended to comprehensively list the responsibilities of the post, but to indicate the main areas which at this stage appear to be the essential requirements of the post.

Summary of Main Terms and Conditions

This is a full-time permanent post. Working hours are 35 per week, exclusive of meal breaks. The normal hours for this post are Monday to Friday, 9.00 a.m. to 5.00 p.m. and based at SADO's Belfast Office. However, the Consortium is a flexible employer and currently has a hybrid working approach and therefore the place of work will include both the office location and home-based working.

Holidays are 25 days annually plus birthday off, (plus statutory & customary days). The post is subject to a probationary period of up to 6 months.

The post-holder may be eligible for membership of the consortium's Pension Scheme.

SADO is an equal opportunities employer. We welcome all applicants from all suitably qualified persons.

	ESSENTIAL CRITERIA	ASSESSMENT
EXPERIENCE	<p>A minimum of 4 years experience in a management role, which includes:</p> <ul style="list-style-type: none"> (i) responsibility for line managing staff and (ii) managing a department or function to deliver a high quality service and iii) leading, supporting and developing a high performing team. <p>At least 4 years experience of building strong external relationships with key stakeholders.</p>	Application form, test presentation and interview
KNOWLEDGE/SKILLS	<p>Knowledge of Public health finance, community and voluntary sector and the current issues that the health sector is facing, particularly in Uganda.</p> <p>A working knowledge of MS Office or Google Workspace, plus strong IT skills including the ability to use IT systems to implement, manage and monitor processes and workloads.</p> <p>Excellent communication skills including the ability to communicate orally and in writing in a clear and concise manner, including writing reports.</p> <p>Excellent organisational and time management skills, with the ability to deliver on</p>	Application form, test presentation and interview

	high volumes of work, to tight deadlines. The ability to draw out the policy implications of grant programmes.	
OTHER REQUIREMENTS	Committed to the Consortium's vision, mission and values;	Application form, test presentation and interview
	Committed to Diversity, Equality and Inclusion and to working with diverse range of persons in Busoga Sub region.	Application form, test presentation and interview
	Able to attend meeting within Uganda and across the globe when appropriate.	Application form, test presentation and interview
	DESIRABLE CRITERIA	ASSESSMENT
QUALIFICATIONS.	Bachelor's or Master's degree in Public Health, Finance, Business Administration, or a related field. Professional Accounting course preferable ACCA, CPAU, CPAA .	Application Form
EXPERIENCE	Minimum [5] years of experience in grant management, financial administration, or public health program management. Experience working with donor-funded projects, especially in the health sector. Proficiency in grant management software and financial systems.	Application Form