

TERMS OF REFERENCE



Position Title:

Grant Manager

Duration:

2 Years
(renewable)

Location:

Accra, Ghana | Nairobi, Kenya
(remote working can be arranged)

Start Date:

4th September, 2023
(Tentative)

Who we are

The Green Africa Youth Organization (GAYO) is a youth-led gender-balanced Non-Governmental Organization (NGO), actively delivering advocacy and solution-oriented projects for environmental sustainability and community development. Founded in 2014, GAYO is dedicated to raising awareness, educating and building the capacity of youth, as well as different stakeholders, to combat the socio-ecological injustices driving the ongoing global poly crisis spanning from climate, environment, health, economy, food and water.

GAYO's work focuses on reducing the threats to humans and nature which include but are not limited

to the effects of climate change, disasters caused by natural hazards, and societal inequalities. As a result, GAYO's interventions intentionally target the vulnerable in society; children, youth and women. To achieve its objective, GAYO works with various institutions and multiple levels of governance (local, national, regional and global) to implement sustainable agriculture, circular economy and renewable energy activism interventions that provide green jobs and better environmental conditions for all.

Visit our website for more information:
www.greenafricayouth.org

Context

Over the past three years, GAYO has regranted to youth-led climate CSOs and individual activists to implement projects under its thematic areas such as climate change, circular economy, disaster risk reduction and related areas. GAYO has done so both in Africa and other countries in the Global South. Through proven models of strengthening grassroot youth climate organizations and activists, such as the Youth Climate Councils, GAYO has supported youth-led organizations with funding and project management guidance to incubate new ideas, replicate existing proven-models, and adopt best practices across their projects. Our vision is to provide both financial support and project expertise to youth climate movements in Africa and Global South at large to scale solutions that are youth-led, effective and result-oriented. In view of this, we are searching for a methodical, well organized and strategic thinker to work with our organization in enhancing funding models, identifying new sources of funding, and developing sustainable and effective grants programs.



Position Description

GAYO is seeking a Grants Manager to manage and support the implementation of its grants processing. This includes conducting due diligence on grantees, legal and regulatory compliance support for partners and grantees working with GAYO thematic Leads to award grants and support, and reporting on impact. The Grants Manager will lead the fundraising for emerging grantee needs and work closely with the rest of the team to enhance GAYO' theory of change in building a youth-led climate and environment regreater in Africa.

Overall responsibilities of the Grants Manager will include optimizing the grant administration process, lead fundraising and manage partner/grantee relationships, preparing progress reports, ensuring compliance with grant regulations, managing grant databases, and preparing financial reports. Excellent skills and expertise in financial management and forecasting, strategic planning and communication will make the ideal candidate for this role.

Duties

Under the supervision and guidance of the Thematic Leads and Finance team, the Grant Manager will;

- Identify and develop strategies to optimize the grants administration process and perform relevant research to identify viable solutions;
- Directly involved in supporting grantees and partners with their work; and managing their relationship with GAYO;
- Perform due-diligence, support decision-making on grants, and fully responsible for administering awarded grants;
- Lead strategic budgeting, financial forecasting with partners and grantees, and other functions needed to ensure successful execution of grant process with support from the Finance team;
- Ensure compliance with legal and desired obligations as per national regulations across our geographic areas of work;
- Update the Funds' grants administration manual and ensure compliance of grants with internal requirements.

What makes a great candidate for this role?

Qualification & Experience

- Minimum of degree in related field;
- Strong understanding and prior experience in youth-led project planning and management;
- Prior experience working with or for youth-led organizations/informal groups in Sub-Saharan Africa;
- Prior and proven track record in strategic planning and budgeting and financial management in a non-profit sector;
- Familiarity with non-profit legal and financial compliance processes across the region;
- Commitment to principles of meaningful youth engagement and youth leadership.



Skills

- Excellent communication and interpersonal relationship skills - including but not limited to active listening, empathy, questioning, rapport, responsiveness, etc;
- Strong financial analysis, accounting and budgeting skills;
- Excellent organizational skills and knowledge of time management, prioritization and problem solving;
- Patience, attention to detail, and risk management skills;
- Strong writing, documentation, and record management skills.

Terms and conditions

- The position will start once a suitable applicant is identified.
- 3-month probation period.
- Working hours: 40 per week (full time).
- Paid leave: 22 days.
- Working language: English.
- Starting monthly salary of GHS11,200.00

How to apply

1. Please apply via email to recruitment@greenafricayouth.org with '**Grant Manager**' as the subject line.
2. Your application package should consist of: a one-page cover letter stating your interest in the role and highlighting your relevant experience(s) to the role and your CV merged into a single pdf. The document should not be more than 3 MB in size.
3. Kindly submit your application no later than **18th August 2023**. Please note that applications received after the deadline cannot be considered. All shortlisted applicants will undergo reference checks.
4. Female candidates are strongly encouraged to apply.

Equal Opportunity and Employment Policy

GAYOs' hiring policy is geared towards ensuring justice, equity, diversity and inclusion across our organization.. We hire employees without regard to their race, color, religion, tribe, citizenship, age, gender, marital status, socio-economic background or sexual orientation. GAYO's policy is that applicants for employment and career progression are considered solely on the basis of their relevant qualifications and competencies. As part of our equal opportunity and employment policy, prospective applicants who have questions or need clarity regarding the position can request a brief meeting via email to discuss prior to applying. We will only contact applicants shortlisted for this position. If you do not receive any feedback from GAYO a week after the application deadline, it means you were not successful in this particular position.