



## **Association Friends of Raoul Follereau (AIFO) – AIFO-Liberia**

### **Vacancy Announcement No. 114/21**

**Issued on: 13 October 2021**

**Deadline for Application: 31 October 2021**

### **Position Title: Contracts and Grants Officer (National position)**

AIFO Liberia is seeking to fill the role of Contracts and Grants Officer in the finance team.

Qualified women and men with disabilities are strongly encouraged to apply.

### **AIFO Liberia**

The “Association Friends of Raoul Follereau” (AIFO) is an Italian non-for-profit organisation that has been present in Liberia since 1997. AIFO Liberia offers opportunities for people affected by leprosy, persons with disabilities (PWDs), women/children and members from vulnerable and marginalised communities to lead a better quality of life. AIFO Liberia focuses on healthcare and economic empowerment to provide a better quality of life and create large scale positive change. AIFO Liberia is accredited by the Ministry of Finance and Development Planning, Republic of Liberia; accreditation number 0094.

### **About the Role**

This is a 1-year contract, with a 3-month probation period and with the possibility of renewal.

### **Objectives**

The Contracts and Grants Officer provides grants and compliance support for the CAD-L program. S/he works collaboratively with the Chief of Party and finance team to ensure compliance with donor’s (SIDA) rules and regulations and AIFO internal policies and procedures.

The Contracts and Grants Officer will report to the Country Administrator and work closely with the Finance Administrator and Logistician, and Accountant.

### **Main responsibilities are (but limited to):**

As part of the AIFO Liberia Finance team, the main duty of this position is to oversee grants and compliance management, and monitoring sub-grantees and contractors grant performance.

1. Responsible for reviewing sub-grant agreements and monitoring subcontracting implementation activities and contractual arrangements related to implementing partners and contractors, as well as start-ups, to ensure they meet with donor and organizational regulations.
2. Provide support to AIFO staff, implementing partners, including start-ups, to ensure project-wide understanding of contractual issues, implementation of project procedures, and that adequate records and audit trails are maintained.
3. Review expenditures, purchase requests, financial reports, ensuring timely disbursements and review of partner performance vs. allocated budget and work plan targets.

4. Responsible for training and building the capacity of implementing partners in the program's capacity-building phase, following the system audits that will be conducted to strengthen their capacity to receive and manage donor funding.

**Requirements to achieve role's objectives:**

- Bachelor's degree in accounting, finance, business administration or relevant field
- At least 3 years of proven professional experience in the same role
- At least 2 years of proven experience with INGOs working in development programming with knowledge of project cycle management
- Good knowledge of main donors' administrative rules and procurement procedures (in particular EU and SIDA)
- Experience assessing the responsibility and grant-worthiness of organizations through financial statements, audits, and other documentation presented in a proposal or in support of an award
- Working knowledge of business management
- Commendable training and capacity development abilities
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint) and other relevant computer applications
- Excellent English written and verbal communication skills
- Excellent organizational and communication skills (verbal and in writing)
- Excellent interpersonal skills; Ability to work in a dynamic multi-cultural environment with (inter)national partners; Flexible and able to handle the pressure
- Ability to multitask, meet deadlines; Ability to work independently and as part of a team; Reliable, detail-oriented, and accurate

**HOW TO APPLY**

To apply, send your CV, a cover letter detailing how you meet the job specification and three references to [aifoliberia@gmail.com](mailto:aifoliberia@gmail.com) indicating in the subject of the email: AIFO Liberia Contracts and Grants officer – No.114/21

We apologise in advance, but only qualified and shortlisted candidates will be contacted. We encourage applicants to submit the application well before the deadline date. The selection respects the principles of equal opportunities (Law 903/77).