



Caribbean  
Vulnerable  
Communities  
Coalition

**CARIBBEAN VULNERABLE COMMUNITIES COALITION**

**Terms of Reference**

**Micro-Grants Technical Officer**

## **Micro-Grants Technical Officer**

### **Position Summary**

Coordinates the pre-award planning, organization, and preparation, and the post-award administration of various micro-grants provided through the global fund. Interacts with CSOs and administrative staff to ensure that funds are being spent in compliance with approved agreements, CVC policies and guidelines and funding agency requirements. Provides guidance and support to CBOs in the management of donor resources and reporting.

**Duration: One (1) year with possibility for extension.**

### **Grant Management - Duties and Responsibilities**

- Reviews and process grant applications
- Manage mini-grant activities and ensure that awards are implemented in accordance with contracts terms including procurement procedures and/or relevant donor stipulated donor guidelines
- Manages administrative problems and/or budget changes occurring during the awarded granting period.
- Communicate the rules and regulations for grants and the responsibilities associated
- Supervise the process of planning and guiding the implementation of the sub-awardees work plans and providing financial and technical support to grantees
- Review reports received and provide capacity development support to grantees as necessary
- Maintain grant compliance and reporting, including outcome measurement and grant budgets, ensuring they meet a high standard of effectiveness, timeliness and completeness
- Maintain a basic grant-making manual and communicate appropriately with staff and grantees concerning policies, procedures and updates
- Ensure adequate reporting and effective information sharing, to communicate activities, progress reports, data and other relevant information to key stakeholders and donors
- Prepare monthly reports on the status of grants funded by CVC and submit them to the Finance Manager
- Maintain grant-related reference resources including grantee files, include application, awards, grant reporting schedules, and other information as needed
- Development of the capacity of implementing CSOs in financial management

### **Skills and Proficiencies**

- Excellent knowledge of grant processes and practices
- Knowledge of financial and budgeting aspects of project and grant management
- Skilled administrative professional to carry out varied grant mandated job responsibilities
- Strong verbal and written communication skills
- Ability to maintain a cordial relation with different departments of CVC for proper coordination as well as with grantees or fund providers

- Experience in relationship building with partners at the local, national, regional and international level a significant assess.
- Well organized and have detail oriented approach
- Ability and willingness to learn new systems, techniques and procedures
- Ability to handle sensitive and confidential matters.
- Accessible to grantees and grantors in order to update them with status reports
- Ability to work under pressure to meet deadlines.
- Ability to take initiative, work independently, and use innovative techniques and ingenuity to prepare grant applications.
- Ability to coordinate with CVC staff and community partners.

### **Qualifications**

- Accounting or Project Management certification or degree in related field and three or more years of experience in grant management or any equivalent combination of education and experience, that provides the necessary level of skill, knowledge, and ability.
- 3-5 years management experience with public health programs, preferable in the HIV/AIDS field
- Grant writing knowledge and experience
- Knowledge of grant research and application processes.
- Experience working with donor funds would be an asset

### **Submissions**

Interested candidates must submit a cover letter describing his/her academic and relevant professional experience, a resume and at least two (2) references. Applications should be sent to [hrm@cvccoalition.org](mailto:hrm@cvccoalition.org)

The deadline for submission of all applications is THURSDAY, 10th DECEMBER 2020.

NO PHONE CALLS will be ACCEPTED

ONLY SHORT-LISTED APPLICANTS WILL BE CONTACTED

