

## Role Title

Grants Officer

## Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Fixed Term	6	Addis Ababa, Ethiopia	3 years	Grants Manager

## Role purpose

The purpose of this job is to support the CSSP2 Grants Manager in contributing to the effective co-ordination and management of Civil Society Support Programme's (CSSP) grant funds, in line with programme's strategic direction and in compliance with policies and requirements of CSSP2, the British Council and donors.

## About us

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust. We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

## Geopolitical/SBU/Function overview:

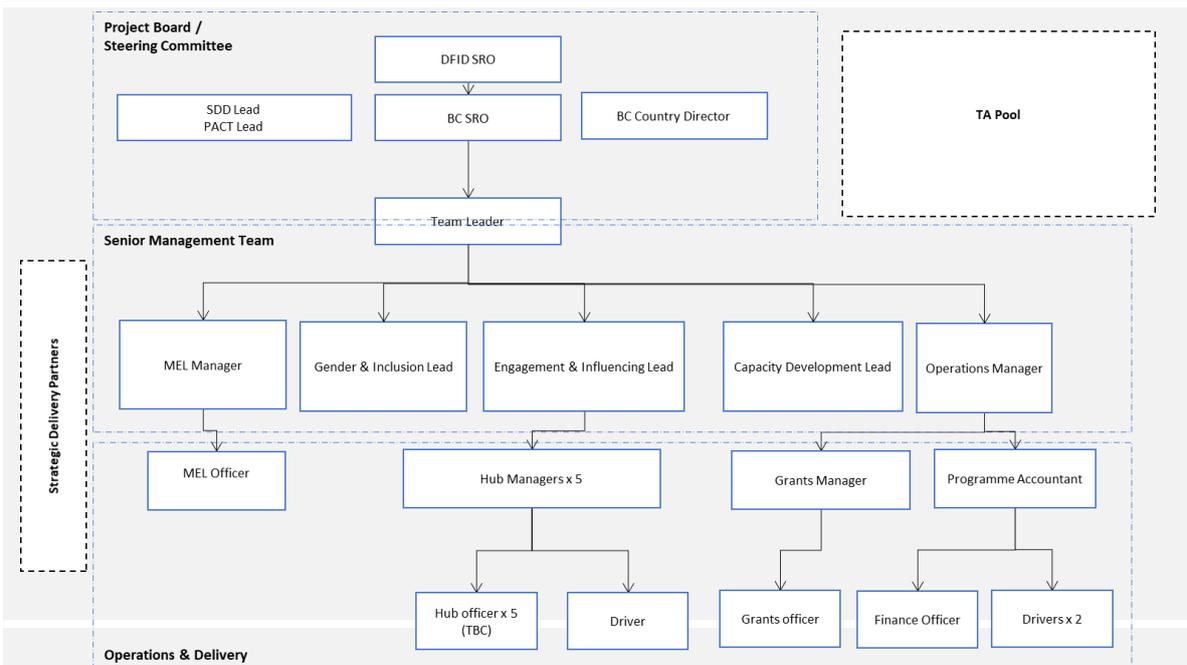
The British Council has had a permanent presence in Ethiopia for over 70 years and has been engaged in delivering and managing civil society, governance and accountability programmes in Sub-Saharan Africa on behalf of major bilateral and multilateral donors. The British Council is leading a consortium for an anticipated DFID-funded programme to manage the delivery of grant support and capacity building activities to enable development of a professional civil society base, able to collaborate with government to meet the needs of the most marginalised people in Ethiopia.

The Civil Society Support Programme 2 (CSSP2) is a capacity development programme designed to support Ethiopia's civil society and its contribution to the country's national development, poverty reduction and advancement of good governance in line with the government's policies and strategies. The programme, which manages a fund of more than £9 million, has a strong emphasis on 'hard-to-reach' civil society and citizens, using regionally-led programming. It is managed by a consortium led by the British Council and is supported by multiple donors led by DFID. CSSP2 will be delivered through a 'central business unit' in Addis Ababa, and four 'regional business units' throughout the country.

## Main opportunities/challenges for this role:

- CSSP2 grants will be managed across four regions in addition to Addis Ababa. Holistic and effective upstream grant management processes as well as cross functional / regional team working will be challenging but critical to the success of multiple programme workstreams such as MEL and Finance.
- The grants system will require a significant degree of sophistication to reflect a range of critical but competing demands to ensure the best balance of impact, impact measurement, KPI achievement, value for money and risk management.
- Robust resource planning and strong cross functional cooperation will be key to achieving challenging KPIs and managing activity peaks and troughs inherent in the grant management cycle

## Organogram



## Main Accountabilities:

### Accountabilities

- The day to day oversight of routine / planned grant management activities
- Quality of support to the delivery of critical grant disbursement KPIs which account for 25% of the performance-based payment (i.e. £1.3m of income is directly related to the achievement of grant disbursement profiles)
- The quality of support to front line staff (particularly hub staff) in meeting key grant management standards and schedules.
- Quality of financial and non-financial grant management information systems required for e.g. registers, key/statutory documents, delivery milestones, capacity building and remedial activities etc upon which to base key programme decisions
- Grant contracts drafted and administered in line with programme standards and recorded decisions

### Key Deliverables

- Administrative systems and processes to effectively and efficiently manage and transfer information between stakeholders during critical delivery periods
- Contributions to the grants manual and support materials (guides / training)
- Comprehensive grant and grantee records including statutory, financial, development plans and progress

## Key Relationships:

### Internal

- British Council Director, Programme SMT/Steering Committee including SSA Head Governance and Civil Society, Team Leader, Operations Manager, Programme Accountant, and Engagement and Influencing Lead, MEL Manager, Regional Business Unit Managers, Key Functional Leads BC Ethiopia; SSA E&S SBU and regional cluster staff

### External

- Consortium partner staff, consultants, grant partners
- DFID programme staff, other donor representatives, external auditors

## Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	All applicants should have a <b>pre-existing legal status</b> to live and work in Ethiopia. The British Council will not facilitate/sponsor visa applications and work permits.	Shortlisting
Direct contact or managing staff working with children?	No IF YES. Appropriate police check	N/a
Notes		

### Language requirements

<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> <li>Fluency in English (C1 or IELTS 6.5 or equivalent), Amharic and/or a language spoken and used in one of the regional states of the country.</li> </ul>		Shortlisting

Person Specification:	Assessment stage
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### Qualifications

<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
A first degree or comparable professional experience in Social Studies, CSO/third sector development or similar discipline		Shortlisting

### Role Specific Knowledge & Experience

<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
Direct experience of managing and administering CSO grants in the donor funded context		Shortlisting
Experience of working in multi-disciplinary and multi-organisational teams and partners to achieve common objectives in a complex matrix management structure		

Role Specific Skills (if any)	Assessment Stage
<ul style="list-style-type: none"> <li>• <i>Project and Contract Management</i></li> <li>• <i>Financial management</i></li> <li>• <i>Fluency in English (C1 or IELTS 6.5 or equivalent), Amharic and/or a language spoken and used in one of the regional states of the country.</i></li> </ul>	Shortlisting AND Interview
British Council Core Skills	Assessment Stage
<p><b>Planning and Organising (level 2) Plans ahead</b> Organises own work over weeks and months, or plans ahead for others, taking account of priorities and the impact on other people.</p> <p><b>Communicating and Influencing (level 2) <i>Relates communications to circumstances</i></b> Displays good listening, writing and speaking skills, setting out logical arguments clearly and adapting language and form of communication to meet the needs of different people/audiences.</p> <p><b>Managing finance and resources (level 3) <i>Supports budget management</i></b> Monitors and controls an agreed budget within a defined area, producing reports and analyses and contributing to planning.</p> <p><b>Managing Risk (level 2) <i>Supports a risk management culture</i></b> Has track record of identifying and highlighting risks and suggesting mitigating actions.</p>	Shortlisting AND Interview
British Council Behaviours	Assessment Stage
<p><b>Creating Shared Purpose (More Demanding)</b> Creating energy and clarity so that people want to work purposefully together</p> <p><b>Being Accountable (More Demanding)</b> Putting the needs of the team or British Council ahead of my own</p> <p><b>Making it happen (More demanding)</b> Challenging myself and others to deliver and measure better results</p>	Interview
Prepared by:	Date:
Insert name and job title	Insert date