



Role Description: Grants Manager and Organizational Development Advisor

ABOUT FIELD READY

Field Ready is an international non-governmental organization dedicated to empowering people living in complex environments to make the things they need, where they need them, when they need them. We do this by bringing innovation to international disaster relief and increasing the capacity of local supply chains in aid and development.

Our vision is to meet humanitarian needs by transforming logistics through technology, innovative design, partnerships with local manufacturers and leading relief organizations, and engaging people in new ways. We make useful items to solve problems locally using the latest technology, as well as traditional local manufacturing. We build capacity to extend this impact and enable others to foster their own resilience. In the long term, we are building an organization that can respond to need wherever it may be most felt. The impact of this will be dramatically improving the efficiency of aid delivery by meeting people's needs where they experience them whether at an underserved health clinic, remote distribution point, or evacuation center. Field Ready is a US-based 501c3; more information can be found at www.fieldready.org.

SUMMARY

Field Ready is seeking a seasoned professional to serve as a Grants Manager/Organizational Development Advisor for the Pacific region. This role is designed to achieve quality programming through effective grants management with a focus on compliance requirements, donor regulations, timely and quality grant reporting, revision and review, and proposal development.

This role also will assist management in developing the organizational systems needed to support this, and ensure that necessary skills are passed on to local counterparts through long-term capacity-building, coaching, and mentoring.

The role will support Field Ready programs across the Pacific Islands region. This is currently focused on Fiji and Vanuatu, but future programming includes several other neighboring countries. The successful candidate will have substantial experience in grants management – with specific experience and knowledge of USAID/BHA – and an ability to pass these skills on to others as well as improve the systems that enable effective grants management and efficient administration.

This role is for one year, for the period roughly from 1 January to 31 Dec 2024 commencing from the date of engagement. The applicant will be based in Suva, Fiji. Flights from successful applicant's home country and accommodation will be provided. Reporting to Field Ready's Regional Program Manager in Fiji, the postholder is expected to work effectively as part of a dynamic and diverse team.

FOCUS AREAS

1. Grants Management

- Be familiar with all Field Ready organizational and donor portfolio compliance requirements and ensure high quality management of grants and deadlines.
- Contribute to the review of donor contracts, working with legal and risk and compliance colleagues, to ensure all requirements are met and flag issues of concern.
- Coordinate with respective budget holders and finance department to ensure budgets are correctly allocated and aligned.
- Work with others to ensure Grant Opening Meetings are arranged and facilitate Field Ready's standard agenda.
- Attend, and report on, external meetings as appropriate.
- Coordinate the finalization of donor reports ensuring consistency between narrative and financial reports and that they meet quality standards. Final writing/editing these reports directly is part of this responsibility.
- Collaborate with the finance team to ensure donor budget lines per the contract are in line with the financial system.
- Support and advise program colleagues with queries related to donor compliance on grants within portfolio.
- Work with other departments (i.e., programs, finance, M&E, Compliance) to ensure all documentation required is ready and available for audits (e.g., vouchers, GRNs, etc.).

2. Organizational Development

- Provide local staff with technical advice, support and capacity building.
- Contribute to capacity building of staff and partners, as required, in grants management.
- Provide internal help on donor related issues, including donor rules and regulations, proposal and report writing.
- Analyze existing project management systems and identify gaps in quality and practice, and common development needs in relation to grants management and work collaboratively with colleagues on development of systems improvements and learning initiatives to build skills and capacity.

3. Other Responsibilities

- Carry out all responsibilities in keeping with Field Ready values.
- Ensure all external communications are done in copy to relevant senior staff.
- Provide support on securing funding opportunities and donor engagement to execute response strategies and drive new funding opportunities.
- Build collaborative working relationships with other staff throughout the organization and support the development of high-quality funding and partnership proposals.
- Any other duties assigned.

QUALIFICATIONS

- Minimum 5 years of experience of donor relations and grants management within a relevant context (e.g., with institutional humanitarian and development donors).
- Knowledge of institutional donors' rules, regulations, priorities, and compliance requirements – especially USAID/BHA but also UNICEF, Australian DFAT, etc.
- Track record of report and proposal development, or similar in funding or partnerships, working with multiple donors and consortia.
- Excellent interpersonal skills, and ability to build collaborative working relationships with a wide range of colleagues internally and externally.
- Experience working in complex and volatile contexts, with preference for previous experience working with displaced populations.

- Cultural awareness and sensitivity is essential. Experience in the Pacific region is highly desirable.
- Close attention to detail along with very good organizational skills including ability to coordinate the inputs of self and others.
- Must have highly proficient computing skills including all Microsoft office (Word, Excel, PPT, etc.), online/cloud-based information management (Sharepoint and Teams).

Context related skills, knowledge, and experience

- Ability to build staff capacity in grants management in country offices.
- Experience in developing organizational systems.
- Willingness to travel to field offices and work in difficult environments as required.
- Fluency in English, both written and verbal.

How to Apply:

Applications will be accepted until **December 31st, 2023** (5pm, Fiji time).

Interested candidates should submit a cover letter and CV in English to the following email address: **hr.pacific@fieldready.org**

Please state **“Application – Grants Manager & Org Dev Adviser”** in the subject line of the email.