

Grants Manager– Multiple Grants

Location: Ukraine - Lviv

Duration: 12 months renewable

Conditions: Employment contract, gross monthly salary €5,000, Programme Management Allowance (€ 200/month), Risk allowance (€300/month), Medical and Repatriation Insurance. Accommodation provided. Visa fees covered. Contribution to the luggage transportation up to €250. R&R (7 days) every 12 weeks with an allowance of €1,000. Annual leave of 28 days per fiscal year.

Starting date: Asap

CARE INTERNATIONAL

CARE International (CI) is among the world's largest international non-governmental humanitarian relief and development confederations. Drawing on more than 75 years of experience, through its 21 Members, as both a practitioner and thought leader, CI's work reaches over 100 countries worldwide to save lives, defeat poverty and achieve social justice.

CARE's vision is to seek a world of hope, inclusion, and social justice; where poverty has been overcome and people live in dignity and security. CARE focuses heavily on women and girls, and the areas of gender equality, diversity, and inclusion are at the center of our work because we know that we cannot overcome poverty and social injustice until all people have equal rights and opportunities. We recognize that power relations between people and within systems and structures are unequal and that these are entrenched in our broader systems, structures, and institutions.

At the core of the CI Confederation is a globally distributed Secretariat, which provides coordination and support to its Members in areas including governance, strategic planning, communications, membership development and accountability, advocacy, humanitarian response, and program development. In addition, the Secretariat represents the CI Confederation at the United Nations and the European Union, and with other external stakeholders.

Context in Ukraine

On 24th February 2022, Russia's invasion of Ukraine marked a significant escalation to the conflict that started in 2014. It continues to profoundly impact the lives of people across the country at various levels. The front line is continuously shifting and there are areas controlled by Russian forces as well as cities under siege. Aerial attacks on military installations and critical civilian infrastructures are conducted in the whole territory of Ukraine, often resulting in collateral civilian casualties. The conflict has caused the largest population movement in Europe since World War II, with 6.24 million displaced within Ukraine and 7.68 million refugees having fled to neighboring countries. By October 26, OCHA had counted 17.7 million people in need of humanitarian assistance.

Amid the upcoming winter, which is anticipated to be the worst in decades, at least one-third of the country's energy infrastructure is damaged, leaving millions without heating and access to water. In October, the Russian Federation claimed to have annexed four Ukrainian oblasts, further increasing the challenge of access to these areas. Therefore, in addition to preparing the population for the approaching winter, an ongoing priority for the international humanitarian response is to secure access to recently liberated and recaptured areas in the East and to provide aid to previously unreachable and particularly hard-hit areas of Ukraine.

CARE UKRAINE

As a new actor in Ukraine, CARE prioritizes a locally led response and is partnering primarily with Civil-Society Organizations (CSOs), National NGOs, local authorities, and when needed, INGOs with a longstanding presence

in the country and access to hard-to-reach areas. CARE Ukraine deliberately and strategically prioritizes partnerships with local and national Women Led and Women Rights organizations (WLO's/ WRO's), further strengthening the Gender in Emergencies (GiE) principle and the Women Lead in Emergencies (WLiE) approach.

In the first few weeks after the escalation of the war, virtually all humanitarian aid inside Ukraine was organized and implemented by local actors. These groups (together with local authorities) remain the principal aid providers but are quickly being exhausted of funds, fuel, and physical energy. Thereby, a considerable proportion of CARE's resources is dedicated to strengthening and supporting the capacities of local partners.

As of November 2022, CARE Ukraine has established partnerships with twelve local/national organizations (incl. four WLO's/WRO's) and five international NGOs. From the more than 28 million that have been raised for Ukraine thus far, more than half is allocated to local/national partners. Through the activities that have been implemented so far, CARE Ukraine has been able to reach 550,030 people, including IDPs and affected populations in hard-to-reach areas.

While CARE Ukraine's office is currently located in Lviv, we are continuously working on strategically expanding CARE's presence and reach with plans to open an office in Kyiv as well as field offices in Dnipro and Odessa, covering both the East and South of the country.

Role Objectives

The Grant Manager – Multiple Grants will lead and oversee a portfolio of approx. 10 grants, various sizes various donors (DEC, DANIDA, ADH, CARE confederation, various foundations and private companies, etc.) totalling about EUR10.0M

The Grants Manager – Multiple Grants will focus on managing the grant and liaison with partners. S/he will serve as a member of the country office's leadership team and will be accountable for the overall vision and leadership of the project and delivering results.

This is a particularly complex role, with very high expectations. As a result, the successful candidate should possess significant experience managing programs, financials, and operations of various donors or other similar projects. S/he will have a good understanding and capacity to navigate in matrix management and will be skilled in coordinating and ensuring everyone delivers toward a common goal.

Role Responsibilities:

1. Grant Management

- Managing the grants themselves including contractual obligations to donors, compliance, etc.
- Managing contractual obligations from partners, manage and maintain positive and constructive relationship with partners.
- Guide team members and local implementing partners to fulfil the project's strategic goals and objectives.
- Lead the planning and budgeting processes,
- Oversee the preparation of monthly, quarterly and annual project activity reports, M&E reports, and other deliverables, as specified in the agreement. Ensure high standards of the reporting
- Ensure high standards of results delivery through the Technical Managers, including ongoing adaptation and adjustments to enhance impact,
- Create or adapt management systems, with particular focus on grant management systems, in line with CARE's standard operating procedures, ensuring consistency with project needs.
- Ensure efficiency and compliant resource planning and utilization including risk procedures.

2. Relationship Building and Networking

- Build and maintain productive working relationships with donors, project partners, and key stakeholders, including international, national, and community-level stakeholders. Serve as the primary liaison among all project stakeholders.
- Build partnerships among international, national and community-level stakeholders.
- Represent the project at meetings, conferences, and other forums.
- Support Ukraine Country Office initiatives by testing viable models and scaling proven models within the program.

Requirements

Mandatory criteria for longlisting

- Bachelor's degree in a relevant field, including, business administration, development studies, international relations, or related field. Master's degree preferred.
- Minimum of 7 years of progressively increasing leadership and management responsibility on donor-funded development activities of a similar size and scope.
- Minimum of 5 years of experience working in country programs/the field.
- Quantifiable experience in building/strengthening inter-INGO relationships and country team grant management capacity.
- Experience managing programmatic and financial reporting requirements.
- Ability to travel to and within project areas as required.
- Fluency in English – oral and written

Expected

- Previous management experience on large grants and consortium.
- Experience with maintaining high levels of quality despite demanding reporting schedules and short deadlines for deliverables.
- Ability to review and ensure accuracy of complex budget and expenditure formats.
- Demonstrated ability to build and maintain relationships with host governments, donors, other donor-funded projects and stakeholders, local organizations, and partners
- Strong analytical and adaptive capacity to bring together multiple moving pieces to achieve certain desired results
- Demonstrated experience in adaptive management and learning techniques
- Capacity to lead diverse technical teams towards shared goals and vision
- Understanding and demonstrated commitment to the importance of gender and youth issues in humanitarian programming
- Must possess the capacity to mentor and coach staff and local partner staff
- Knows how to embrace collaborative approaches to work
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Accountability

A commitment to CARE values and CARE's integrity framework is critical to working with CARE. Any candidate offered a job with CARE will be expected to adhere to the following key areas of accountability:

- Comply with CARE's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behaviour protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
- Report any concerns about inappropriate behaviour of a CARE staff or partner.

Safeguarding:

Children and vulnerable adults who come into contact with CARE as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury, and any other harm. One of the ways that CARE shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

Gender equality:

CARE is committed to meeting the standards of the CARE International Gender Policy (2019). Through this policy, CARE seeks to promote the equal realization of dignity and human rights for girls, women, boys and men in all diversities, and the elimination of poverty and injustice. Specifically, this policy seeks to improve the explicit incorporation of gender in programmatic and organizational practices.

How to Apply:

Please send your complete application package (CV, motivation letter, references) only in English to Jo Fox at applications_ukraine@care.de, no later than 9 March 2023, with Grants Manager – Multiple Grants as the subject title of your email. Applications will be reviewed on a rolling basis. Women candidates are strongly encouraged to apply.

Please note that only shortlisted candidates will be contacted. References will only be contacted after the interview.