

TERMS OF REFERENCE – Grant Manager

Core Role:

As the Grant Manager, the primary role is to help manage the “USAID funded Knowledge Partner to Health Portfolio” grant by playing a stronger operational and grant management role as well as legal role to comply with the procurement and legal guidelines shared by USAID. Swasti has its own Financial Assurance System. Hence the role of financial oversight required less time however the role of grant oversight including procurement and USAID grant reporting requirements requires attention.

Specific Roles and Responsibilities:

1. Ensure compliance with the rules and regulations administered by the USAID.
2. Oversee special audits conducted both internally and by USAID related to the Co-operative Agreement with Swasti.
3. Ensure the timely submission of all statutory, financial and programme related reports as required on monthly, quarterly and annual basis.
4. Ensure contracting of consultants and vendors done as per the USAID stipulations. Seek necessary approvals both internally and with the donor (USAID) as required and specified in the contracting provisions shared by USAID.
5. Perform all functions of financial administration inclusive of, but not limited to, development and adjustment of associated budgets, coordination of budgeted funds, screening and processing requests for expenditures and timely application for reimbursements.
6. Timely delivery of high-quality deliverables as per the project log frame.
7. Coordinate and ensure completion of project reports for partners and donor as per agreed templates and timelines.
8. Ensure filing and maintenance of staff, consultant and vendor contracts.
9. Ensure staff and consultant timesheets are maintained and reported

Reporting to: Chief of Party, USAID Grant

- Interacts with the L4i team, Agreement Office and Regional Financial Management Office at USAID, Swasti Directors, Enabler teams at Swasti
- Influences the Chief of Party, L4i team, Enabler teams

Age and Gender: No restrictions. Prefer women candidates with an experience of 7 years or above with in-depth knowledge of the development sector and NGO management.

Qualification

Ideally a post-graduate (*Management/ Law/ Development Studies*) with knowledge and in-depth

experience of Grant, Programme or Organization management. The knowledge of the law and legal system in India is a must.

Desired Experience:

- Experience of managing large grants (atleast 2 Million USD), project implementation and management
- Experience in law and the legal system is critical.

Knowledge

- Of USAID grant compliance is preferred
- Of grant processes including statutory, accounting and financial reporting.
- Of social development sector in India

Skills

- Leadership skills, People management skills, Managing relationships within the organization, the sector leaders, and donors.
- Ability to communicate effectively across a broad spectrum of staff and external stakeholders both orally and in writing.
- Excellent English verbal and written communication. Knowledge of at least one other Indian language essential; Hindi is a definite advantage
- Good analytical skills and a keen interest in development issues
- Willingness to work in challenging situations

Work Ethics

- Timely delivery of tasks and milestones with focus on quality and consistency.
- Must work with a sense of ownership and responsibility.
- Respect all individuals.
- Will work in a focused manner in nurturing and building the group organisations.

General

The role is seen by the organization as being critical to achieving its strategic plan. The ideal incumbent is

- Able to coordinate and engage with the USAID AO and RFMO team and other stakeholders.
- Work closely with the HR, Finance, Admin and other departments as necessary and required from time to time.
- Able to manage pressure and to assess and absorb information quickly.
- Ability to give a well thought out advice and opinions on various matters of importance.

Geography and Travel

The incumbent would be based in Bangalore with minimal travel to Delhi and or other project locations.

Measurement

1. The incumbent will be assessed by the reporting officer on the accomplishment and delivery of all components described.
2. The measurement will also include demonstrated elements of commitment, passion, accountability, ideation, flexibility, accessibility, and system and process management as well as the expected work ethics.

Growth Opportunities

The organization has an open policy of growth based on opportunity, demonstrated personal growth, and personal aspirations. It is not a norm that growth will take place vertically only. Growth is also seen as the organization being more inclusive in the incumbent's involvement in strategic organization growth.

Authority/Delegation:

Level 3 and above based on expertise (refer Swasti levels and grades)

Compensation:

As per organization policy on cadre and grade