

Programme Assistant (Grants Administrator) – Short-term:

Do you have experience in providing hands on support to applicants as it relates to the grant application and serve as the key point person for applicant queries?

Are you ready to input all necessary data into the Grants Information Management system and for mining that system for specific information as requested and approved by the Grants Manager or DoP?

Job Summary

The Programme Assistant-Grants plays a critical role in the grant making function of the organisation and works closely with Programme Staff to manage the grant making process. The job holder will be responsible for the pre-grant review stages of the grant making function.

The Programme Assistant-Grants will provide hands on support to applicants as it relates to the grant application and serve as the key point person for applicant queries. The person will be the key administrator for the grant management system, with oversight from the Grants Manager. The role holder will be responsible for inputting all necessary data into the Grants Information Management system and for mining that system for specific information as requested and approved by the Grants Manager or DoP.

The Programme Assistant also has a role in building and sharing team knowledge on one of AWDF's thematic areas and contributing to team discussions around ways to engage and grow the grants portfolio and grant support services under this/these themes.

The GA will also participate in departmental conceptualisation of projects and reporting to relevant stakeholders.

Specific Duties

Grants Administration

- Under the guidance of the Grants Manager, implement the grants strategy, processes and procedures.
- Assure the accuracy and integrity of the grants database
- Support the preparation of dockets
- Analyse and interpret grant application trends
- Collate and analyse grant application data
- Support stakeholder enquiries and data requests
- Act as a point person for grantee enquiries
- Conduct risk assessments on all potential and current grantees and report such risks to the Grants Manager and recommend relevant interventions.

Communication, Outreach and Networking

- Contribute to AWDF technical support activities for African women's rights organisations and movements. Build and maintain relationships with other individuals and institutions as necessary
- Represent AWDF at national and international public events and meetings as requested by AWDF senior management
- Raise the visibility of AWDF through convening and information sessions

Capacity building

- Provide ideas for the development of capacity building activities to enable AWDF Team and the grantees to utilise the awarded grants effectively and efficiently- including providing technical assistance on grants questions under supervision from the Programme Officers, the Grants Manager and/or the Director of Programmes.
- Support the development of up to date knowledge in the Grants Department on a particular theme as agreed with the Director of Programmes and Grants Manager.

Essential Knowledge and Experience

- Proficiency in Microsoft Office required
- Knowledge of using an Information Management System important.
- Strong written and oral communication skills
- Ability to research and provide background information for AWDF grant making themes and focus areas
- Highly organised and detail oriented, and able to multi-task.
- Ability to analyse and interpret grant application trends
- Self-motivated
- Ability to work in a multi-cultural environment, support tolerance and diversity
- Ability to travel when necessary
- Organising and coordinating skills

Qualifications

- Minimum of 3 years working experience in a relevant field
- Bachelor's degree in gender and development, human rights, philanthropy or other relevant area
- Excellent command of oral and written English essential; proficiency in French desirable
- Commitment to women's rights essential, experience of working in women's rights organisations or funds preferred

Duration of Assignment

The assignment shall be for 6 months from the day of engagement.

Job Location

AWDF House, Accra – Ghana or work remotely from any African country where you have the legal right to work from.

Organisational Competencies:

All staff members must demonstrate AWDF Core values in all their professional relationships and any interactions that may reflect on AWDF:

Accountability & Integrity

Solidarity & Collective care

Intersectionality & Meaningful Inclusion

Learning & Adaptability

Courage & Joy

Creativity & Curiosity

AWDF has a Zero Tolerance Approach to all forms of corruption which is an offence for which immediate dismissal without benefits will result.

How to Apply:

Qualified and interested persons should send a **cover letter indicating their relevant skills and experience** and **CV** of not more than 3 pages with application for the position being applied for indicated as the subject line via <https://awdf.simplicant.com/jobs/47049-programme-assistant-grants-administrator-short-term/detail>. Applications for the vacancy should reach AWDF **no later than Monday 25th March 2024**. Due to our limited capacity, only short-listed candidates will be contacted for additional information and interviews.

In line with AWDF's Mission, qualified African women are encouraged to apply.