



## **CAREER OPPORTUNITY FOR GRANTS AND COMPLIANCE MANAGER (1)**

Uganda Network on Law, Ethics and HIV/AIDS (UGANET) seeks to recruit qualified, competent and passionate individual for the role of Grants and Compliance Manager. The successful candidate will be responsible for providing program and support teams with grants management and compliance support, administration for UGANET donor funded projects in line with donor requirements and UGANET's policies and procedures.

### **A) WHO WE ARE**

UGANET mandate lies on the foundation that the law, legal policies and human rights are critical enablers in influencing the success of Health and HIV interventions intended to prevent further spread and also mitigate the adverse social impact and suffering caused by HIV and other Health conditions.

UGANET employs three main strategies in pursuit of its goals – advocacy and policy influencing, access to justice through provision of legal aid, and mobilizing the community to drive their own change.

### **B) THE NEED**

The Grants and Compliance Manager (GCM) is responsible for providing program and support teams with general grants management support and advice on donor compliance and UGANET regulations to ensure grants are implemented on-track, on-time, and on-budget.

To be specific the Grants Compliance Manager (GCM) is responsible for ensuring UGANET's Global Fund grant award (and other grants) and sub-awards are administered in compliance with donor rules and regulations and UGANET's internal policy. The GCM reports to the Executive Director and works in collaboration with the Head Finance and Administration.

### **C) RESPONSIBILITIES**

#### **1. Grant Compliance**

- a) Prepare, negotiate and manage the contract of all awards, sub-awards and modifications with grantor agencies, and ensure that the terms and conditions are in agreement with UGANET's mandate. Manage grant acceptance processes and review contracts, agreements and/or notices of awards;
- b) Ensure that UGANET complies fully with the grant agreements, rules and regulations of the development partners.

- c) Maintain awareness on changing regulations and requirements and communicates changes with recommended action plans to key stakeholders;
- d) Interpret all contracts and agreements to ensure compliance with UGANET's policies and are within the legal and statutory requirements;
- e) Work with the finance department, to prepare monthly financial reports on all grants and contracts. Ensure their timely submission to funders and maintain a good working relationship with funders.
- f) Assess the adequacy and effectiveness of internal controls and risk management and make practical recommendations of new policies, policy changes, guidelines, tools and systems that will contribute to more effective grant compliance;
- g) Maintain a log of compliance matters reported and ensure appropriate escalation and response to ensure resolution;
- h) Manage the UGANET's grant compliance assessment process, gathering input from various stakeholders, making recommendations for policy/procedural changes, and ensuring the projects are brought to a successful conclusion;
- i) Work with management and sub sub-recipients to ensure the requirement for project close out are followed and complied with.
- j) Ensure all relevant documentation in regard to the grants are maintained. They include financial records, supporting documentation, reports, correspondences with donors and sub sub-recipients among others as required by the grant agreements.

## **2. Sub-grant Administration**

- a) Lead in the drafting, negotiation and execution of sub-grant agreements;
- b) Develop/maintain sub-grant award templates and ensure templates are continuously updated to reflect changes in government, donor and internal policy requirements;
- c) Conduct pre-award risk assessments and screenings for sub-awardees;
- d) Ensure implementation of an effective sub sub-recipient monitoring function and provide technical assistance to sub sub-recipients;
- e) Review sub sub-recipient records to ensure they are complying with the sub sub-recipient agreements. Ensure resolution of issues.

### **D) REQUIREMENTS**

- a) Bachelor's degree required or equivalent combination of experience in Business administration, Development Studies or Economics. ACCA, CPA will be added advantage;
- b) Minimum 5 years of experience in grant compliance, financial management, legal is required;
- c) Expertise in Global Fund funded grants or similar other grant regulations required;
- d) Excellent interpersonal and customer-service skills, with exceptional oral and written communication and;
- e) Experience with an NGO preferred.

### **E) CRITICAL QUALITIES**

- a) Self-starter with strong initiative;
- b) Disciplined with priorities;
- c) Strong interpersonal skills and self-awareness;
- d) Exceptional verbal and written communication;
- e) Flexible, collaborative and eager to support others;
- f) Effective team player who fosters collaborative environment; and
- g) Adept at creative problem solving.

### **F) REPORTING**

The GCM will report to the Executive Director and will be part of the Senior Management Team. The GCM will supervise the Grants and Compliance Officer. The GCM is a Kampala based role with required travel to support partners within the country.

### **G) APPLICATION PROCESS AND TIMELINE**

**How to apply:** Submit a **cover letter** stating why you are the best candidate for the role plus a **Curriculum Vitae** highlighting past accomplishments relevant for this role.

**Deadline:** Submit your application by **17<sup>th</sup> September , 2021 5pm EAT** via email to [applications@uganet.org](mailto:applications@uganet.org)

#### **Note:**

UGANET does not discriminate on any possible ground be it racial, origin, and tribal, sexual or otherwise that violates a right of equality for all humankind.