

India HIV/AIDS Alliance

invites talented professionals to consider joining our team in New Delhi

Grants Management Officer

(Full-time)

Introduction:

India HIV/AIDS Alliance (Alliance India) is a diverse partnership that brings together committed organisations and communities to support sustained responses to HIV in India. Complementing the Indian national programme, we work through capacity building, knowledge sharing, technical support and advocacy. Through our network of partners, we support the delivery of effective, innovative, community-based HIV programmes to key populations affected by the epidemic.

Alliance India works through NGO and CBO partners to support efforts that have a sustainable impact on HIV. We place communities at the center and work to ensure that vulnerable and marginalised people are meaningfully involved in all aspects of our response, including sex workers, men who have sex with men, people who inject drugs, transgender individuals, and people living with HIV. Our programming and policy efforts are driven by evidence of what works; quality and accountability are core priorities in our interventions, technical support and grant management.

To learn more about our organisation, please visit our website: www.allianceindia.org

Summary of Responsibilities:

The Grants Management Officer will be responsible for the overall management of project partner organisations of Alliance India under specific grants assigned to them. S/he will be responsible for the timely disbursement of funds to Alliance India's project partner organisations and its proper accounting and ensuring compliance with local legislation requirements. S/he will work closely with the corporate accounts and programmes team to ensure that donor contractual obligations and project deliverables are passed onto and met by Alliance India's partner organisations. S/he is also responsible for providing technical support to Alliance India's project partner organisations (sub-recipients and Sub sub recipients) in all areas of financial management, compliance and audit related matters.

The **key responsibilities** of the position are as follows:

- The Grants Management Officer will be responsible for effective management of grants under the programme.
- Overall management of the Sub Recipients (SRs) and technical partners; monitoring and financial management of specific grants, monitoring of implementing partners and timely disbursement of grants.
- Maintain a grant tracking database that includes, (i) original technical and financial proposal; (ii) signed grant agreement with approved budget; (iii) timeframe and periodicity of reporting; (iv) financial and technical reports; and (v) deliverables and indicators.
- Work closely with the finance and programme teams to ensure that donor contractual obligations and project deliverables are passed onto and met by Alliance India's partner organisations.
- Responsible for providing technical support to Alliance India's project partner organisations (sub-recipients and Sub sub recipients) in all areas of financial management, compliance and audit related matters.
- Ensure potential issues and amendment requests are flagged early to the management and coordinate revisions and approvals of donor budgets and work plan as appropriate.
- Support in the process of signing grant agreements with SRs, and design/maintain systems and responsible for the timely renewals, amendments, closeouts, etc. of various sub – grants.
- Regularly monitor financial performance of partners including monitoring of spending under sub-grants, analysis, timely response and preparations of reports on all granting activities for relevant units, donors and other external bodies.
- Design budgets and reporting forms that reflect programmatic goals and ensure grant funds are effectively utilised against programme deliverables.
- Maintain clear understanding of relevant donors of Alliance India and local/country specific

legislation regulations and take lead in the financial and narrative part of pertinent donors reporting.

- Identify the areas where the partner organisations require support and provide specific technical support on financial management, compliances, internal control systems, budgeting and sub-grants management, etc. to ensure effective programme implementation.
- Support Grants Manager in the preparation of management reviews on programme activities and prepare tailor made reports as and when requested.
- In coordination with rest of the team liaise with appointed external auditors for SRs and review external audit opinions on financial reports and incorporate them into preparation of donor reports. Also ensure technical support to partners in preparing financial statements for audit and follow up with SRs on timely compliance on audit observations.
- Ensure reconciliation between reported and audited financial data, if required
- Support relevant team members to build and maintain relationships with donor organisations and ensure consistent communications on project deliverables and reporting.
- Input to budgeting process for various donor programme activities in addition to quarterly Budget vs. Actual (and variances) analysis for donor reporting and review of programme activities.
- Complement the activities of the other departments within the team and provide support wherever required.
- Extend support in resource mobilisation activities, especially in the development of budgets in line with concept notes and work plans for various project/programme proposals.
- Strictly follow the team objectives and individual activity plan and proactively contribute to the achievement of the strategic directions of the organisation; ensuring adherence to quality and timeliness of the deliverables.
- Participate, as requested by the Line Manager, in relevant external committees, partnerships and consortia, which involve Alliance India as members.

Qualification

- Master's in commerce / Management or Post Graduate Degree in Management with specialisation in Finance
- Professional accountancy qualification such as CA, ICWAI shall be an added advantage.

Experience

- At least 4 to 6 years' experience in a NGO or comparable setting managing grants function at national level.
- Experience of working in similar profile.
- Previous experience of handling the Global Fund grant is highly desirable.
- Demonstrated experience of computerized accounting, especially Tally.
- Proven experience in managing legal compliances/statutory and contractual requirements including managing donor audits.

Skills

- Demonstrated experience of onward granting in the non-profit sector, and in multi-country programmes.
- Experience of providing technical support to and capacity building of organisations in the areas of financial management and statutory compliance related matters.
- Demonstrated knowledge and understanding of partnerships, principles of NGO support and/or donor environment.
- Strong analytical skills with proven ability to convince concepts through effective communication.
- Ability to work effectively in teams as well as independently.
- Excellent writing and verbal communication skills.
- Ability and willingness to undertake travel within and outside India.
- Fluent in English and Hindi

Desirable qualities/experience/skills:

- Good understanding of development issues and the HIV epidemic in India.
- Experience of project proposal development and budget preparation.
- Knowledge of any other regional Indian language

The position requires a strong commitment to HIV/AIDS and sexual and reproductive health and NGO activities in India, and a strong interest in and understanding the relevant issues.

Alliance India is an equal opportunity employer. Applications are welcomed and encouraged from people most affected and living with HIV.

As a matter of policy, **Alliance India** operates rigorous recruitment and selection procedures and checks.

Compensation package will commensurate with qualification and experience. Interested candidates meeting the above criteria are requested to submit their application along with a covering note to recruit@allianceindia.org before the closing date. Please indicate the title of the post applied for on the subject line of your e-mail. Definitely mention your current pay details in the covering note.

India HIV/AIDS Alliance

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New Delhi – 110 048

Tel: (011) 4536 7700

Email: recruit@allianceindia.org

Website: www.allianceindia.org

Closing date for receipt of complete applications: 17th July 2022

Please note that we will not be able to notify all applicants. Only short-listed candidates will be notified about the interview date.