

India HIV/AIDS Alliance

invites talented professionals to consider joining our team in Delhi

Senior / Grants Management Officer

(Full-time)

Location – Delhi

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 (MSM), transgenders, injecting drug users (IDUs) 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.

We are certified as a “Great Place to Work” a coveted certification that endorses and promotes a high-trust, high-performance work culture.

To know more about our organisation, please visit our website – www.allianceindia.org

Summary of responsibilities:

The Senior Grants Management Officer will be responsible for the overall management of Partners and Sub Recipients (SRs) of Alliance India. S/he will be responsible for financial management, timely disbursement of funds to Alliance India’s Partners and SRs and its proper accounting and ensuring compliance with specific legislation requirements. S/he will work closely with the finance and accounting team and programmes team to ensure that donor contractual obligations and project deliverables are passed onto and met by Alliance India’s Partners and SRs. S/he is also responsible for providing technical support to Alliance India’s Partners and SRs in all areas of financial management and compliance-related matters. The person will work closely with the Associate Director: Grants & Accounting support in the consolidation of grants reports to donors and take a lead role in various programme-related audits, etc.

Key Responsibilities:

- Responsible for overall management of Partners and SRs; monitoring and financial management of specific grants, monitoring of implementing partners and timely disbursement of grant funds.
- Maintain database in paper and electronic form 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 along with required back up verification documents; and (v) deliverables and indicators.
- Guide Partners and SR’s on policies, procedures and contractual compliances on a routine basis.
- Analyse and track grant budgets, funds available and disbursements, and coordinate with Finance & Accounting team for its timely release.
- Ensure potential issues and challenges are flagged early to the Associate Director: Grants and Accounting, Senior Management and donors if needed and coordinate for quick resolution of the same.
- Support the Grants Management team in strengthening the granting cycle through regularly assessing the strategic and operational needs; and proposing and developing new processes and procedures.
- Extend support to the Grants Management team in the process of signing grant agreements/ amendments with Partners and SRs, and design/maintain systems and responsible for timely renewals, closeouts, etc. of various sub-grants in accordance with contractual obligations of Alliance India.
- Monitor financial performance of Partners and SRs, analysis and preparations of reports as required by donor or Alliance India senior management or other stakeholders.

- Provide inputs to the Programme Team to design reporting forms that reflect programmatic goals and also ensure grant funds are effectively utilised.
- Provide input to the budgeting process for various donor programme activities in addition to quarterly Budget vs. Actual analysis for donor reporting. Ensure that reasons for variance are adequately documented for each of the project implementing units.
- Ensuring compliance of Partners and SRs with local legislation, Alliance India and various donor regulations and policies.
- Liaise with appointed external auditors for audit of Partners and SRs review audit reports and make any needed adjustments in the expenditure reported to donors. Also, ensure follow-up with Partners and SRs on resolution of audit observations.
- Identify areas where Alliance India's Partners and SRs 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.
- Build and continuously liaise with donor organisations and local fund agents and ensure consistent and regular communications on project deliverables and reporting.
- Strictly follow team objectives and individual activity plans and proactively contribute to the achievement of strategic directions of the organisation; ensuring adherence to quality and timeliness of deliverables.
- 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.
- Participate, as requested by the line manager, in relevant external committees, partnerships and consortia, which involve Alliance India as members.

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

Qualifications/Education

- Masters in Commerce

Experience required

- At least 6 to 8 experience in an NGO or comparable setting managing grants function.
- Experience in managing The Global Fund and USAID is preferable.
- Demonstrated experience in computerised accounting, especially Tally.
- Proven experience in managing legal compliances/statutory and contractual requirements in India.
- Demonstrated experience of onward granting in multi-country programmes.
- Experience in 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.
- Ability and willingness to undertake at least 40% work time for travel.

Personal qualities

- Strong analytical skills with a proven ability to convince concepts through effective communication.
- Timely and effective follow-up of assigned tasks till their completion
- Ability to work effectively in teams as well as independently.
- Excellent writing and verbal communication skills.
- Strong commitment to HIV/AIDS and sexual and reproductive health and rights.
- Fluent in English and Hindi.

Desirable qualities/experience/skills:

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

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.

Interested candidates meeting the above criteria are requested to submit their application along with a cover note to recruit@allianceindia.org.

Interested candidates are urged to apply immediately, as due to the urgency of the requirement, interviews are likely to be initiated with promising candidates even before the closing date of receiving applications.

The compensation package will be dependent on the last drawn salary and following standard industry practices. Kindly mention your current salary details in the cover note.

India HIV/AIDS Alliance

6 Community Center, Zamrudpur, Kailash Colony Extension, New Delhi – 110 048

Tel: (011) 4536 7700

Email: recruit@allianceindia.org

Website: www.allianceindia.org

Closing date for receipt of complete applications: 6th October 2024

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