

Job Description

Grants Manager for SASA! Together in Francophone West Africa

Job Title:	Grants Manager for SASA! Together in Francophone West Africa
Department:	VAW Prevention
Supervised by and reports to:	VAW Prevention and Finance and Operations Coordinator
Duty station:	Kampala (home-based may be considered for applicants based in the West Africa region, to be negotiated)

1. Overview

Role Overview	In collaboration with the Finance and Operations Manager and program teams, the Grants Manager for SASA! Together in Francophone West Africa will manage related grants, including strengthening systems and procedures that will ensure feminist partnerships, effective use of funds and high-quality learning, documentation and reporting.
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2. Duties and Responsibilities

Strategic Support	<ul style="list-style-type: none"> • Support selection of partners including national or regional activist/feminist organizations that are working on VAW prevention in Burkina Faso and Mali; and a feminist learning partner the West Africa region with experience in researching VAW. • Create and facilitate participatory processes and systems to build and maintain trust, relationships and accountability among partners. • Facilitate and/or participate in regular meetings with partners and Raising Voices and other feedback systems as needed. • Support effective risk management measures across the program, where risks are clearly defined and managed using an appropriate risk management system and tools.
Grants management, reporting and technical support	<ul style="list-style-type: none"> • Co-create grant management systems and practices that are distinct and enhance the spirit of Technical Assistance partnerships. This includes planning and facilitating an inception meeting to ensure feminist partnership principles as well as grant requirements are discussed, as well as regular meetings throughout the partnership. • Support partners in creating and finalizing their budgets and narrative descriptions of their SASA! Together implementations. • Create internal structures and systems that allow Raising Voices to manage the funds and fulfil the fiduciary responsibilities e.g., partnership agreement, reporting templates and schedules • Ensure timely and accurate financial and narrative reporting by all partners, including French English translation and report writing and consolidation for submission to the donor. • Ensure compliance with or explicit negotiation of all Raising Voices and IMS Foundation policies and all compliance requirements and other aspects of the grant agreement. This may include in-person visits to

	<p>finance and administrative personnel in Burkina Faso, Mali and Uganda as well as regular virtual meetings.</p> <ul style="list-style-type: none"> • Conduct a capacity assessment with partners related to relevant operations, finance and reporting tasks that will be needed for effective grants management. • Strengthen partner capacities as needed around areas identified in the capacity assessment, including financial compliance and narrative and financial reporting.
Financial and operations oversight	<ul style="list-style-type: none"> • Support preparation of budgets. • Prepare financial reports every 6 months and submit them to Raising Voices. • Monitor and ensure the effective and efficient use of grant and sub-grant funds across the project, ensuring that budgets are adhered to and that funds are used according to agreed-upon priorities. • Work closely with the finance team to track expenditure, ensure proper accounting, and resolve any financial issues. This includes ensuring work advances are accounted for in a timely manner. • Ensure financial and other resources are utilized efficiently and ensure value for <ul style="list-style-type: none"> • money in all expenditures. • Adhere to all organizational policies, systems, and procedures. • Participate or co-create staff meetings, staff development sessions, staff retreats, reviews, strategies, and processes. • Review and/or submit accountability reports in a timely manner
Learning and assessment	<ul style="list-style-type: none"> • Participate in and support scheduling of learning processes related to the research partnership, as requested. • Review and analyze progress reports from sub-grantees to assess effectiveness and outcomes and work with technical support team and learning partner to consolidate recommendations. • Promote and facilitate cross-learning opportunities among partners. • Cultivate the learning culture with in Raising Voices and identify new areas of learning from the implementation of activities.

3. Competencies

Essential knowledge	<ul style="list-style-type: none"> • In depth Knowledge on women's rights issues and feminist analysis of VAW. • Understanding of effective VAW Prevention approaches and the current state of the field. • Feminist partnership understanding and experience, demonstrated feminist understanding of power dynamics as it relates to funding and grants management.
Essential qualities and skills	<ul style="list-style-type: none"> • Fluency in both French and English is essential. • Strong interpersonal skills and ability to demonstrate respect and foster positive communication with partners and colleagues. • Willingness to travel to offices in Mali and Burkina Faso. • Proficiency in usage of accounting software (e.g., SAP, QuickBooks, Microsoft Dynamics) preferred.

4. Others

Education	<ul style="list-style-type: none"> • Minimum - BA Degree in development, social work, gender, human rights fields, finance or any other related area. • MA is an added advantage.
Essential experience	<ul style="list-style-type: none"> • Experience creating and facilitating processes to build trust and relationships within grant partnerships. • Extensive experience in facilitating capacity-building initiatives and training sessions in project management. • At least five years of experience managing grants. Experience in managing sub-grants with partner coordination a plus. • At least three years of experience with financial and narrative report writing in English and French. • Experience in creating grants management systems and structures • Experience in violence against women prevention and response a plus. • Experience in Burkina Faso, Mali and/or the greater Sahel region a plus.

Application process

Please review and submit application requirements, including a reflective cover letter that includes why you are interested in, and what you will bring to this role, via the application by, Monday 30th June 2025 5pm EAT **jobs@raisingvoices.org** email.

Only complete, on-time applications from candidates that meet qualifications will be considered.