



Grants and Projects Associate/Manager

Introduction

Global Development Network (GDN) is a Public International Organization that promotes social science research in developing and transition countries. It empowers local researchers by giving them access to financial resources, to information, to training and mentoring services and to a global network of development researchers. Through its various projects, it contributes to the generation of policy-relevant knowledge on major development issues, and to the interaction between local researchers, their global peers, policymakers and other development stakeholders.

Position Description

The Grants and Projects Associate/Manager plays a key support role in the planning, launch, monitoring and documentation of GDN programs. The position works in close coordination with GDN Fellows and Program Managers who lead specific programs, and reports to the Head of Research & Program Unit. The Grants and Projects Associate/Manager also plays a nodal role between the Research and Programs Unit, and other GDN units, particularly finance and general administration.

Specific responsibilities include:

Program development

- **Develop and review budgets** for funding proposals under development, drawing on historical financial data relating to GDN programs and sectoral trends and practices
- **Provide inputs for the development of new programs**, specifically with regard to compliance with existing organizational policies
- **Support the review of legal agreements** issued by donors

Contracting

- **Coordinate the preparation of grant agreements and contracts** to high formal standards, in coordination with the general administrative staff and program leads
- **Ensures compliance of contracting with organizational policies** regarding procurement and hiring related to program implementation.

- **Support the definition and revision of standard legal templates** for grant agreements and consultancy contracts relating to program implementation, in coordination with the general administrative staff and program leads

Grant Administration

- **Track progress** related to financial disbursements, submission of deliverables and output, as well as grantee and donor reporting, based on active agreements
- **Support effective coordination** by compiling and updating calendars of implementation and reporting deadlines, and by participating in regular single program-level team meetings.
- **Track and respond to communications** with grantees and consultants on administrative aspects of grant implementation, ensuring timely and effective communication.
- **Keep grant documentation up to date**, including timelines, budgets/financial disbursement flows, and contact databases for programs on shared drives. S/he ensures that up to date information on programs is easily accessible, including remotely, to all staff across the organization.
- **Develop documentation guidelines** for all grant-related documents, including contracts, deliverables and evaluations.
- **Support the collection of program- and project-level M&E data** on an on-going basis.
- **Support high quality reporting** by collating grant related information, drafting donor reports, reviewing grantee reports, and setting standard templates for reporting.
- **Contributes to the review of financial reporting** from grantees to GDN, and from GDN to donors.
- **Coordinated the liaison with Finance, Communications, IT and Travel Desk** on any matter related to grant implementation.

Project management

- **Leads independently all aspects related to single projects**, as it may be requested by the Head of Unit as part of GDN's on-going programs. This can include managing publications, managing small grants and organizing external meetings.

The Grants and Project Associate may be asked to take up additional responsibilities directly related to the areas above, including support to the revision of existing protocols and standards, and support to internal monitoring & evaluation efforts, in consultation with the Head of Unit/Research and Programs Unit.

Eligibility and Desired Profile

- Degree in Business Administration, Development Studies or equivalent
- Methodical and strategic thinking
- Good communication skills in English and French (written and oral)
- Excellent Project management, Grant Administration and organizational skills
- Budgeting, Donor Reporting and accounting experience (at least 5 years)
- Advanced computer literacy in an ERP environment and advanced knowledge in Microsoft Excel
- Knowledge of auditing and donor agencies in the development research space a plus
- Based on the level of experience, suitable candidates may be offered the role at Associate (<5 years of experience in similar roles) or Manager level (>5 years of experience in similar roles).

Terms of Employment

GDN offers competitive salary for the position. A three year renewable employment contract is offered with a Six Month Probation period. Position will be based in Clermont Ferrand, France and may allow Work from Home till the end of 2021 (status to be renewed during review in late 2021).

Applications Procedure

Interested applicants should send in their applications to jobs@gdn.int on or before **May 20, 2021**. The application should include the following documents and information:

- cover letter providing professional summary and motivation for the employment
- copy of latest updated CV
- details (names, designation, organization and email id) of at least three referees who can provide recommendation for you

Incomplete submissions will not be considered. Only those short-listed for the position will be contacted by GDN. In case of high volume of applications, the organization may not inform unsuccessful applicants.

The Global Development Network is an equal opportunity employer and committed to achieving diversity in terms of gender, nationality, physical ability, culture and educational background. All applications will be treated in the strictest confidence.

For more information on GDN, please visit <http://www.gdn.int>