

JRS Advertisement

Identification of Position

Position Title: Country Grants Officer

Reports to: Country Director

Location: Country Office Kampala, Uganda

Position Requirements

Organizational Context

The Jesuit Refugee Service (JRS) is a ministry of the Society of Jesus, acting as an international non-governmental organisation with a mission to accompany, serve, and advocate for the rights of refugees and forcibly displaced people. The organisation was founded in 1980 and has a presence in 58 countries. JRS undertakes services at national levels with the global support through Regional Offices (ROs) and the International Office (IO) in Rome.

The style of JRS service is human and spiritual, working in situations of greatest need, seeking the long-term well-being of refugees and displaced people while not neglecting their immediate or urgent needs. The main services provided are in the field of Reconciliation, Mental Health and Psychosocial Support, Education & Livelihoods, and Advocacy. Currently, about 1 million individuals are direct beneficiaries of JRS projects.

JRS Uganda works operates in two locations. There are two offices in Kampala and one office in Adjumani in the West Nile Region. In Kampala, JRS has well-established projects that support urban refugees. To be able to serve a wide community of urban refugees within the city, a satellite office was established in Rubaga, a Kampala suburb. In Adjumani, JRS supports refugees, asylum seekers, and the most vulnerable host community members reaching out to the neighbouring district Obongi.

In Uganda, JRS offers services in basic needs, education, mental health & psychosocial support, livelihoods, socio-economic integration, pastoral care, peacebuilding, and reconciliation. These services enable refugees and asylum seekers to integrate into host communities. This approach, combined with Uganda's progressive refugee laws and freedoms, allows refugees to become self-reliant and be treated with dignity.

Operational Context/Role

The position reports to the Country Director of JRS Uganda with a dotted reporting line to the Head of Grants at the IO, who may assign specific tasks to the Country Grants Officer, following consultation with the Country Director, and provide input on the Performance Evaluation of the postholder. This position is responsible for resource mobilisation at country level under the supervision of the Country Director and in collaboration with colleagues in the Country Office and global JRS. This includes the development of a resource mobilisation strategy and its implementation through competitive funding proposals, outstanding donor stewardship, and strong relationships with internal and external stakeholders. Engagement with Project Directors is to be coordinated with the Country Programmes Officer.

Key Responsibilities:

1. Country Resource Mobilisation Strategy

- a. Develop a multi-year resource mobilisation strategy for JRS Uganda.
- b. Lead the implementation of the JRS Uganda resource mobilisation strategy and the achievement of annual funding targets.
- c. Monitor donor trends and relevant grant-making rules and regulations in Uganda.
- d. Seek and maximise funding opportunities from a variety of sources and expand the donor portfolio in Uganda.

- e. Develop a mechanism to regularly review funding needs and priorities with relevant Country Office colleagues and ensure alignment of the resource mobilisation strategy.

2. Resource Acquisition and Donor Stewardship

- a. In close collaboration with relevant colleagues in the Country Office, lead the preparation and submission of funding proposals from concept through to award, ensuring alignment with donor requirements and priorities, as well as sign off by the Country Director prior to submission.
- b. With oversight from the Country Director, and in coordination with colleagues in the Country Office, collaborate with the RO, the IO and JRS/USA Office Staff for applications, reports and grant compliance for donors channelled via IO, JRS/USA and/or RO.
- c. Support the Country Programmes Officer with the development of JRS Uganda programmes and project plans, by providing context on the donor funding environment, donor requirements and specific opportunities in the funding pipeline.
- d. Together with the Country Director, ensure strong stewardship of donors, in coordination with other JRS offices in case of joint donors.
- e. Represent JRS Uganda in meetings with donors, consortia, and partners regarding resource mobilisation and partnership opportunities.
- f. In coordination with the Country Programmes Officer and Country Communications Officer, gather content for donor stewardship.

3. Grant Management

- a. Manage the JRS Uganda grants portfolio.
- b. Coordinate with colleagues in the Country Office to ensure compliance with grant commitments and applicable donor rules and regulations.
- c. Coordinate with Country Programmes and Finance colleagues for the development of accurate grant reports and ensure their timely submission according to the donor's requirements.

4. Capacity Building

- a. Lead capacity building of country and project staff in proposal development and donor compliance, in coordination with the relevant colleagues in the Country Office.
- b. Contribute to the global JRS Grants Community of Practice.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Qualifications and Competencies

- Advanced university degree in Management, Political Sciences, Law, International Development, or another relevant discipline.
- At least five (5) years of relevant work experience with humanitarian/development donor-funded programmes.
- Strong experience with grant acquisition, donor stewardship, and grant management.
- Familiarity with templates and procedures used by grant-makers.
- Experience with financial reporting.
- Strong analytical, strategic-thinking and planning skills.
- Proficiency in Microsoft Office, particularly Word and Excel.
- Ability to work with CRM, grants, and programmes systems.
- Excellent communication and presentation capacities, able to persuasively articulate JRS's message and impact to external audiences.
- Strong interpersonal skills and the ability to work in a multi-cultural, international environment.

Languages

- Excellent proficiency in written and verbal English.

Required Skills and Core Values

- Commitment to JRS's mission, vision, and values; ability to convey with enthusiasm JRS's role in accompanying and serving forcibly displaced people and to advocate for their right to protection and a life in dignity.
- High integrity, honesty, and confidentiality; ability to deal tactfully and discreetly with people, situations, and information.
- Acceptance of diversity and inclusion as a core value.
- Experience of accompanying refugees, asylum seekers or vulnerable individuals.
- Understanding and experience of working in a faith-based context.

Travel

The position may require frequent travel to JRS locations in Uganda and possible occasional international travel.

How to apply

- Written application explaining why you are interested in the above position and how you meet the qualities and qualification criteria.
- Attach a CV with maximum 3 pages. The CV should contain information about your qualifications, relevant trainings, work experience, names and contact details, email of Three (3) relevant referees.
- You must send your CV and application as a single pdf file.
- Applications should be sent online to Jesuit Refugee Service Uganda at uga.hr@jrs.net

Note: JRS has a Child Safeguarding (CS) Policy in place and expects all staff to read, sign and adhere to it.

Deadline: 10.03.2024

No late applications will be considered - Only shortlisted candidates will be contacted.