



GRANT & ADMINISTRATION MANAGER

COUNTRY

Afghanistan

REQUIRED LANGUAGES

English

TYPE OF CONTRACT

Collaboration contract - paid (6 months).

NECESSARY REQUIREMENTS

Minimum 2/3 years of experience in the same role, acquired in humanitarian or development projects

The Administration & Grant Manager is responsible for the technical management of an EMERGENCY project funded by the Bill & Melinda Gates Foundation, within the Global Polio Eradication Initiative and for all the administrative and accounting processes of the War Surgical Centre in Lashkar-gah, Afghanistan.

The candidate will report directly to the Country Director of Afghanistan.

He/She will interact daily with the Grant Coordinator Afghanistan, the Grants & Foundation Desk and the Administrative Desk of Field Operations Department in Milan (HQ) to define the strategy and the relations with the donor, for the technical aspects of project cycle management, for the implementation of proposed activities and for the projects' monitoring and reporting.

DUTIES AND RESPONSIBILITIES

The main duties and responsibilities of the Administration and Grant Manager are:

GRANT MANAGEMENT

- Manage the project funded by the Bill & Melinda Gates Foundation within the GPEI Initiative;
- Ensure the constant monitoring and the correct implementation of the project's activities defined in the project documentation, verifying the eventual changes (chronogram, activity and budget);
- Create the necessary documentation for activities, indicators and monitoring sources in the phases of implementation and evaluation (internal and external);
- Ensure that all departments involved correctly implement the administrative procedures requested by the donor (purchasing management, supplies, stock and inventory, invoices and accounting, etc.);
- Prepare the internal and technical-narrative reports requested by donors;
- Ensure the respect of exposure links requested by donors in the field and to collaborate with the Grant Management Desk in implementing more structured visibility actions;
- Take part actively in coordination mechanisms in the field (cluster meetings) and keep the relationship with donor and other stakeholders, for all that



concerns the technical management of the ongoing project and the opportunity of future planning

ADMINISTRATION

- Ensure all the administrative and accountancy documentation of the project is kept correctly, including the one required by the auditors and possible donor organisations;
- Ensure the correct management of cash, bank accounts, and the reconciliation of accounts on a monthly basis;
- Ensure the correct administrative management of the national staff (salaries, contracts, holidays, permissions...);
- Prepare the monthly report (cash flow, statements and reports file...) and present it punctually to HQ, highlighting any possible gaps in the approved budget;
- Collaborate with the Country Director and HQ in drafting the annual budget for the project;
- Support the Country Director during all audit phases from the donor.

SPECIFIC REQUIREMENTS

- Fluency in English both written and oral (C1-C2 European level);
- at least 2-3 years' relevant work experience in the same role, in commercial or non-profit organisations;
- deep knowledge of Project Cycle Management on a theoretical and practical basis;
- experience in managing petty cash, revenue and payments;
- experience in reconciling bank accounts and cash records;
- experience with monitoring and evaluation tools;
- experience in financial monitoring and evaluation, in addition to all the administrative and procedural aspects related to donors' guidelines compliance;
- excellent knowledge of Microsoft Office (especially Excel suite);
- aptitude to teamworking and stress resistance, respecting deadlines;
- previous experience in the management of projects funded by the Bill Gates Foundation will be a plus.

REQUESTED AVAILABILITY

At least 6 months' overseas stay including a period of leave to be taken at the end of the mission in agreement with the Country Director.

HOW TO APPLY

[To apply, please complete the on-line application form](#)

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