



JOB OPENING: GRANTS OFFICER (1)

The Infectious Diseases Research Collaboration (IDRC) seeks to hire a suitable candidate for the position of **Grants Officer**. The successful candidate will report to the **Senior Grants Manager**. The position will be based in Kampala.

Duties and Responsibilities

1. Be updated on donor priorities and track and share relevant funding opportunity announcements in line with IDRC objectives
2. Support proposal writing teams by developing proposal checklists and timelines, compiling the required support documents, and ensuring timely submission of proposals
3. Develop budgets and budget justifications for new and continuing projects
4. File all documents such as proposals, award letters and donor correspondences associated with projects
5. Ensure compliance with funding agency terms and conditions
6. Provide orientation on grant agreement terms and conditions for new projects and provide ongoing support to project teams in the interpretation of unclear terms and conditions.
7. Track budgets of assigned projects and share periodic budget status reports with budget holders
8. Initiate close-out of assigned projects
9. Participate in relevant project meetings and provide the required grants management updates
10. Update the grants database and include submitted grants, work-in-progress proposals, and closed-out projects.
11. Any other duties as may be assigned by the supervisor

Qualifications and other desirables for the job

- Bachelors' degree in a financial discipline e.g., B. Com, BBA, Finance, OR its equivalent from a well-recognized University.
- At least 3 years of relevant experience in a similar role.
- Good understanding of donor rules and regulations

- Good personal organizational skills including time management, ability to meet deadlines and to work under pressure
- Excellent presentation skills
- Good communication and interpersonal skills

HOW TO APPLY:

Submit your applications using this link: <http://idrc-uganda.org/careers.html>

ADDITIONAL IMPORTANT COMMENTS:

1. **All applications must be submitted on or before Friday, 20th January 2023 at 5:00pm.**
2. Submission of incomplete or inaccurate documents will render the applicant ineligible for consideration for the job opening.
3. Applications cannot be amended following submission.
4. **ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FURTHER.**