

**JOB ADVERT:**

**Grants Officer for the Seed and Knowledge Initiative (SKI)**



Location: Remote (Southern Africa)

Working Hours: Full-time

Tenure: 1 year contract with the possibility of renewal

Salary: US \$2200 per month gross/all inclusive

**About Us:**

The Seed and Knowledge Initiative (SKI) is a dynamic partnership of 15 diverse partner organisations dedicated to building a movement for agroecology, farmer-led seed systems and food sovereignty to realise the rights of smallholder farmers and achieve healthy and biodiverse food systems in southern Africa. The Alliance for Food Sovereignty in Africa (AFSA) is SKI's fiduciary holder and supports our mission.

**Position Overview:**

The Grants Officer will play a crucial role in supporting the efficient management of partner grants in line with contractual donor requirements for 15 SKI partner organisations. This position requires meticulous attention to detail, strong organizational skills, and effective communication abilities. The Grants Officer will ensure compliance with donor requirements, smooth grant administration, and effective utilization of funds

**Responsibilities:**

- Assisting in the administration of grants to SKI partner organizations, including proposal review, progress monitoring, and compliance with donor requirements.
- Developing and managing project budgets and ensuring alignment with approved budgets.
- Preparing regular project reports and documentation and adhering to donor requirements and deadlines.

- Collaborating with the Monitoring and Evaluation Officer to review and consolidate reports from partner organizations as well as providing comprehensive reports on SKI's programs and impact.
- Serving as a primary point of contact for partners regarding grant-related inquiries, documentation, and compliance matters.
- Providing guidance and technical assistance to partners to ensure successful grant implementation.
- Contributing to the development of an efficient grant management system.

**Qualifications and Skills:**

- At least 5 years of project management experience in the non-profit sector, preferably in rural development, agroecology, traditional knowledge, or farmers' rights.
- Experience in grant management, budget development, and reporting.
- Knowledge of project monitoring and evaluation principles and practices.
- An accounting/financial qualification will be advantageous.
- Excellent interpersonal and communication skills, with the ability to work collaboratively with diverse stakeholders.
- Strong problem-solving and analytical skills.
- Ability to work independently and as part of a team.

**How to Apply:**

Click on the link below or copy and paste this link into your URL, and complete our brief recruitment survey before 15 May 2024. Be ready to upload your CV and cover letter at the end of this survey.

<https://survey.zohopublic.com/zs/W9D3S7>

Thank you for your interest in our organisation. We look forward to hearing from you!