



ABOUT RESTLESS DEVELOPMENT

We know young people have the power to solve the challenges we face in our world, but they are being ignored and overlooked. We are the agency that works with young people so they can lead in solving those challenges. Whether that means supporting communities to end child marriage or prevent HIV, we work with young people to change their lives and the lives of people in their communities.

We have operated in Uganda since 1997. Our work is guided by four goals set out by young people; (1) Voice: we recognize that young people have a voice and that participation is only meaningful when linked to power. (2) Living: We support young people to achieve a decent living and hold governments accountable for investing in youth-driven sustainable economies. (3) Sexual, Reproductive and Health Rights: We support young people to make positive choices about their health. and (4) Leadership: We empower young people and communities to prevent and lead the response to emerging crises, we make sure that this is part of a wider approach to invest in young people to build long-term resilience and sustainability through community mobilization.

Our programmes are genuinely life-changing, but can't do any of this without talented, creative individuals at every level of our organization! For more information, please visit: www.restlessdevelopment.org.

OUR APPROACH TO SAFEGUARDING

Restless Development considers the welfare and protection of children, young people and vulnerable adults to be an organizational imperative with primacy over the success of programmes or strategic objectives. We recognize that safeguarding is everyone's responsibility and we expect all of our staff, volunteers and partners to ensure we protect the communities in which we operate from harm and abide by our [Safeguarding Policy](#).

ABOUT You

Title	Grants and Business Development Coordinator
Location	Kampala
Salary	Gross Annual UGX 65,990,000 Annual Gross
Benefits	24 days annual leave and Health insurance
Restrictions	12 Months Contract with high possibility of renewal
Line Manager	Head of Programmes and partnerships and occasional interaction with the Hub Director
Direct Reports	Communications officer
Preferred Start date	1st December,2021
Expected travel	National travel will be required, including to rural areas. International travel is possible.

KEY PRIORITIES

Grants Management and Compliances (40%):

- Organise and lead grant inception meetings to induct implementing staff on grant requirements.
- Schedule and coordinate regular program status meetings to monitor progress against activities, M&E targets and spend, as well as compliance to contractual terms for key restricted grants.
- Produce monthly program status reports for early identification of any challenges and risks in grant spending and implementation which may jeopardise good relations with donors.
- Lead on grants close out process and ensure grant close out files including timesheets are electronically and physically kept in line with our policies and procedures.
- Maintain and regularly update grant management tool to record and track grant performance, spending and related information.
- Create and distribute standard and special reports, studies, summaries, and analyses, as required, to the leadership team and other members of the team, as and when required.
- Lead on updates with partners and donors on grant management issues.
- Participate in budget reforecasting for all grants on a quarterly basis.
- Liaise with the Logistics team to ensure effective donor assets management.
- Work with the Finance team to lead on required grant no cost extensions (NCEs)
- Work with the Finance and OHR teams on monthly staff timesheet allocations.
- Filing of donor and partner contracts and communications (soft and hard copies).

- Ongoing maintenance of partnerships documentation for audit purposes.
- Preparation of required documentation i.e. contracts for internal and external audits, spot checks, and donor financial assessment.
- Work closely with the Head of Program and Partnerships to support the implementation of recommendations from audits for the Fundraising and Partnerships Unit.
- Ensure grant compliance in different processes: procurement, communications, reporting, budget management, etc. including management of pre-grant assessments
- Ensuring all grant documents are being stored and arranged properly in a timely manner.

Donor Reporting (20%):

- Ensure Reporting toolkit is updated and an effective guide to support timely submission and storage of high quality donor reports.
- Coordinate and follow up with Programmes, M&E and Finance staff for input and additional information into donors' reports.
- Work closely with the Finance team to support the preparation of donor financial reports for small and medium term grants.
- Deliver high quality editing of reports to ensure an accurate picture of progress is presented and donor commitments are met.
- Work together with the Programmes and M&E teams to align internal systems with Donor reporting requirements.

Business Developments(25%):

- Coordinate the proposal development process - arranging meetings, coordinating with teams, getting approvals and making sure proposal submission is made in time.
- Lead on partnerships compliance of all CSO partners using Restless Development's partnership assessment toolkit.
- Lead on completing capacity assessments of Restless Development Uganda commissioned by donors and partners.
- Develop and maintain a donor scoping sheet with details of all potential donors.
- Develop and maintain cultivation plans with details of high priority donors and engagement strategies with them.
- Maintain and regularly update the Uganda hub's funnel with details of all existing and upcoming grants in the pipeline.
- Support the Fundraising and Partnerships Manager in preparing capacity statements, thematic papers, concept notes and proposals.
- Coordinate logistics for donor visits as well as visits from Restless Development's international staff.
- Ensure all submitted proposals are stored and arranged properly.

Other (15%):

- Performance management of the communications officer
- Induction of new staff and ongoing training of current staff on grant management and donor reporting requirements.
- Support Head of Programs and Partnerships to prepare for internal and external audits.
- Ad-hoc administrative tasks as required.

ABOUT THE ROLE

We are looking for people with the right competencies and skills for the role, and who demonstrate the personal qualities consistent with our Values.

Competences	What we expect of the Grants and Business Development Coordinator
Strategic Thinking and Innovation	<ul style="list-style-type: none"> Identifies and creates opportunities to deliver the Restless Strategy and Agency plan including goals, model and the youth collective, both individually and as a team
Leadership and people management	<ul style="list-style-type: none"> Ensures completion of responsibilities, professional and personal development of the team they line manage through teamwork, knowledge sharing and holds team to account while offering guidance. Distinguishes between high and low performers objectively; expresses encouragement to those who try to develop or who show improvement
Communication	<ul style="list-style-type: none"> Adapts communications to the specific audiences, prepares and presents reports, with good use of grammar and writing style; Understands the Restless Brand and uses it consistently
Delivery	<ul style="list-style-type: none"> Creates regular reviews of what and who is required to make a piece of work successful and makes ongoing improvements. Remains positive and focussed on achieving outcomes despite challenges and raises issues when necessary.

SKILLS AND EXPERIENCE REQUIRED

Qualification	Graduate level degree in a relevant field such as International Development, NGO Management, Programme Management, Marketing and Communications.
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Experience and Skills.	<p>Experience:</p> <ul style="list-style-type: none"> ● Past Grant management and fundraising, managing bilateral & multilateral grants a plus ● Report writing ● Donor financial assessments, audits, and spot checks ● Budget monitoring ● Knowledge of the development sector, particularly on youth ● Experience in emergency and development settings ● Experience working with youth ● Commitment to Diversity, Equity and Inclusion <p>Skills:</p> <ul style="list-style-type: none"> ● Excellent organizational skills and attention to detail ● Good analytical and presentation skills ● Excellent written and spoken English ● Excellent interpersonal communication skills
Personal Specifications	<ul style="list-style-type: none"> ● Self-driven ● Ability to work under pressure and meet tight deadlines ● Multitasker ● Team player ● Personal commitment to Restless Development's mission and values

Restless Development is an Equal Opportunities employer and encourages people from diverse backgrounds to apply.

HOW TO APPLY

- Please send a completed application form to ugandajobs@restlessdevelopment.org by the closing date which is by Friday midnight 22nd October, 2021. Please note that we DO NOT accept CVs, resumes and Cover letters.
- We do appreciate your interest in working with us. However, due to the large number of applicants only shortlisted candidates shall be contacted for interviews within two weeks after the deadline.
- Ladies and persons with physical impairments are strongly encouraged to apply.

Restless Development does not charge a fee at any stage of the recruitment process (application, interview, meeting, traveling, processing, training or any other fees).