

JD TEMPLATE VERSION	July 2021
JD LAST REVIEWED ON	June 2024

# Job Description

<b>JOB TITLE</b>	Grant Management Advisor	<b>REPORTS TO</b>	Grant Management Lead	<b>JOB LEVEL</b>		<b>LOCATION</b>	Kathmandu with travel to project areas as required
<b>OBJECTIVE OF THE JOB</b> <i>The job holder will .....in order to .....</i>		The post-holder will be responsible to facilitate and build the capacity of the Programme Teams to produce high-quality and competitive grant concepts, proposals, and reports, and to strategically advise their further strategy/development. This involves, but is not limited to, providing hands-on technical support, coaching, mentoring, feedback, development of relevant materials, and editing proposals/reports as appropriate. The ultimate aim of all activities should be for Programme Team and local partner staff to be able to take over all responsibilities. Care must always be taken not merely to “do it for them.”					

AREAS OF RESPONSIBILITY	DECISION MAKING	QUALIFICATION & EXPERIENCE
<ul style="list-style-type: none"> <li>Strengthen and develop the capacities of the staff of UMN and local partner organisations to produce high-quality, competitive concept notes and proposals.</li> <li>Strengthen capacities in relevant teams to formulate project cycle, theory of change, log-frames or Outcome Mapping based result chains, budgets, and Gantt charts as per the requirement of the specific donor.</li> <li>Build the capacity of Cluster Team and local partner organisation staff to coordinate proposal development processes, i.e. to set priorities, timeline, and coordinate inputs from all relevant teams/individuals so that donor deadlines are met, and a high-quality standard is maintained.</li> <li>Support the development of training materials and relevant guidelines/manuals and the design of new programmes/proposals against the background of UMN and its local partner organisations.</li> <li>Support the participatory design of integrated programmes and projects that take into account UMN's strategic direction, cluster strategies, policies, and cross-cutting issues.</li> <li>Strengthen the writing and editing skills of relevant staff, increasing the accuracy, clarity, readability, and consistency of their written outputs.</li> <li>Support the Grant Management Lead in keeping abreast of global/national development priorities and supporting/funding partners' priorities.</li> <li>Support the Grant Management Lead in exploring new funding opportunities to address development needs identified by the clusters. Support the due diligence and quality assurance process for those opportunities.</li> <li>As requested, analyse requirements of requests for proposals (RFPs) and other related documents. Mentor Nepali counterparts to do the same independently.</li> </ul>	<ul style="list-style-type: none"> <li>Contribute to decisions in relation to development of project/programme proposals in clusters.</li> <li>Contribute to capacity building decisions in relation to project design and proposal/report writing.</li> <li>Contribute to decisions in relation to programming approaches and strategies.</li> </ul>	<ul style="list-style-type: none"> <li>Master's degree in development studies, management, social science, or any other relevant discipline</li> <li>Substantial work experience particularly with social development organisations including I/NGOs, government agencies etc.</li> <li>Solid track record of managing projects and designing grant winning project proposals.</li> <li>Familiarity with capacity-building approaches</li> <li>Familiarity with common donor compliance requirements</li> <li>Familiarity with participatory/bottom-up project design processes.</li> <li>Experience of working in a cross-cultural setting.</li> <li>Expert in networking.</li> </ul>
	<b>DIMENSIONS</b>	<b>SKILLS, ATTITUDES, BEHAVIOURS</b>
	<ul style="list-style-type: none"> <li>Member of Programme Support Team.</li> <li>Member of PST working groups.</li> <li>Work closely with Programme Support Team functions such as Thematic Leads, Crosscutting Issues, Monitoring, Evaluation Accountability, and Learning. Also work closely with relevant Cluster Teams and</li> </ul>	<ul style="list-style-type: none"> <li>A good coach and a mentor; eager to build the capacity of others.</li> <li>Good facilitation, assessment, and analytical skills.</li> <li>Ability to research and review relevant documents extensively.</li> <li>Excellent technical writing skills in English.</li> </ul>

<ul style="list-style-type: none"> <li>▪ Advise cluster and relevant teams on all issues related to donor contract management and donor compliance.</li> <li>▪ Work alongside MEAL in coordinating, conceptualising, designing, and/or carrying out research, analysing data and writing reports.</li> <li>▪ Support UMN's clusters in the renewal or development of their cluster strategies that take into account UMN's mission and vision, strategic direction and policies.</li> <li>▪ Advise GMU Lead regarding the future role of GMU within UMN with regard to its strategy and functions.</li> </ul>	<p>Funding Management Team in designing new programmes/projects.</p> <ul style="list-style-type: none"> <li>▪ Liaison support to international supporting partner.</li> <li>▪ Be the 'face of UMN' at relevant forums.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Competent computer skills with email, internet; Excel, Word, and PowerPoint as a minimum.</li> <li>▪ Ability to numerate and work accurately with budgets.</li> <li>▪ Highly organised, reliable; attentive to details and ability to work independently.</li> <li>▪ Good persuading and influencing skills; ability to inspire others.</li> <li>▪ Social skills necessary to build effective working relationships (esp. active listening, tolerance, humility) with a broad range of people.</li> <li>▪ Willingness to learn, flexibility in terms of work time, workload, work activities and travel.</li> <li>▪ Willingness to learn to communicate verbally in Nepali to a level that will enhance relationship building and ensure effectiveness in role.</li> <li>▪ Seeking to model the UMN values and vision.</li> <li>▪ Abide by current UMN policies.</li> </ul>
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