Grants Management Unit Analyst

The Organization

The Alliance of Bioversity International and the International Center for Tropical Agriculture (CIAT) delivers research-based solutions that harness agricultural biodiversity and sustainably transform food systems to improve people’s lives. Alliance solutions address the global crises of malnutrition, climate change, biodiversity loss, and environmental degradation.

With novel partnerships, the Alliance generates evidence and mainstreams innovations to transform food systems and landscapes so that they sustain the planet, drive prosperity, and nourish people.

The Alliance is part of CGIAR, a global research partnership for a food-secure future.

About the position

The grants management unit (GMU) analyst will be responsible for the administration and management of the assigned portfolio of grants, ensuring compliance with donor requirements, excellent donor stewardship, and timely and high-quality information management. The (GMU) Grants management unit analyst will also be responsible for the administration of sub-grants awarded under her/his portfolio of grants, ensuring assessment of partners’ capacity and compliance of sub-granting contracts with prime donor requirement.

Key Responsibilities

ContraGrant’s administration:

- Provide support to the management and monitoring of the portfolio of projects assigned and ensure that the commitments of the Legal documents with the donors & partners are accomplished in the dates established.
- Conduct review of donor contracts against the Alliance’s policies and procedures and facilitate the process of contract clearance and signature.
- Facilitate the negotiation of contracts with donors for their subsequent execution taking into account the policies and procedures established by the organization.
- Set up new grants in the systems and communicate grant opening to internal stakeholders so they are duly informed of compliance requirements and passport information of the grant.
- Maintain an overview of reporting requirements (deadlines, templates, etc.) and communicate it regularly to relevant internal stakeholders.
• Ensure comprehensive information management and filing system, ensuring donor contractual
documents, reports, and key correspondences are consistently and frequently filed in the Alliance
system and other data bases
• Liaise with donors on all grant-related issues, including submission of donor reports and requests for
project variations
• Work closely with the resource mobilization unit, finance, legal, researchers and other areas of the
organization to ensure that contracts are executed on time
• Support scientists in the overall management and monitoring of grants, sharing information about
compliance requirements and reviewing adherence to them

Sub-grants administration:
• Coordinate capacity assessment and due diligence review of prospective partners
• Ensure Partners’ awareness of reporting requirements, research ethics and contractual compliance
• Support the review of Sub-grant agreements connected to the assigned project portfolio to ensure
compliance with prime donor’s requirements
• Track and collect cleared reports to be filed in the appropriate digital repositories
• Provide ongoing support to internal stakeholders and partners throughout the Sub-grant lifecycle on
administrative and compliance issues including contract modifications

Others
• Development, maintenance, and updates to the Grant Management Unit manuals, tools, templates,
policies, SOPs, and guidance documents. Sharing Africa perspective and experiences
• Proactively proposes strategies or procedural changes required for the Alliance to stay compliant with
changing donor regulations or requirements
• Participate in project review meetings and provide input from Grant Management Unit
• Writing skills to produce clear and concise reports

Qualifications and requirements:
• Bachelor’s Degree in International Development, International Relations, Economics, Business
Administration, Law career or another similar field
• Minimum of 2 years progressively responsible experience in the administration and monitoring of
grants (review and negotiation of grant contracts, donor reporting, monitoring of grant
implementation, development or implementation of grant-related procedures, grants management
training and facilitation
• Experience of project management, including understanding of project budgeting, budget management and financial issues
• Proficiency in relevant software programs (Word, Excel), PowerPoint and other information management systems (grants databases, ERP systems, etc.)
• Proven track record of building collaborative relationships across and within internal teams, and with external stakeholders
• Demonstrated to ability to work effectively as part of a team with people in a multi-cultural and multidisciplinary environment, including with external stakeholders, excellent interpersonal skills
• Excellent organizational skills including the ability to manage multiple priorities, meet deadlines while still maintaining attention to detail and accuracy, and problem solve effectively
• Excellent communication skills in English (oral and written)

Terms of employment

This is a Colombian national search and will be managed through a fixed term contract of a one (1) year period, subject to a probation period of two (2) months and is renewable depending on performance and availability of resources.

The Alliance Bioversity-CIAT offers a multicultural, collegial research environment with competitive salary and excellent benefits. We are an equal opportunity employer, and strive for gender, diversity, and inclusion in our staff, without regard to race, color, religion, gender, gender identity, sexual orientation, national origin, ethnicity, age, disability, marital status, or any other characteristic.

Applications

Applicants are invited to send a cover letter illustrating their suitability for the above position against the qualifications, competencies, skills together with a detailed curriculum vitae, including names and addresses of three referees knowledgeable about the candidate’s professional qualifications and work experience. All correspondence should be addressed to the Human Resources Office, at (L.cabal@cgiar.org) and should clearly indicate “Application: Grants Management Unit Analyst”.

Closing date for applications: 4/5/2022

We invite you to learn more about us at: Carreras | Alliance Bioversity International - CIAT (alliancebioversityciat.org)