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TERMS OF REFERENCE

Grants Management Specialist

LOCATION: Clermont-Ferrand, France

POSITION TYPE: Full-time, office-based, bilingual (English/French)

About GDN

The Global Development Network (GDN) is a public international organization that supports high quality, policy-oriented, social science research in Low- and Middle- Income Countries, to promote better lives. We help connect researchers and research institutions to financial resources, global networking, research management support, access to information, training, peer review and mentoring. Founded in 1999, GDN is currently headquartered in New Delhi, with a presence in Clermont-Ferrand, France and the United States. For more information, visit the [GDN website](#).

Position Summary

The Grant Management Specialist will play a pivotal role in the organization, at a time of rapid expansion of GDN's global programs: s/he will be supporting GDN program leads in their grant making and grant management, but also curating the coordination between GDN programs and GDN's administration and finance team.

This is a structural position focused on the design and implementation of grant management tools and process, in an organization where program leads manage grants directly. Drawing on his/her previous international experience in similar roles and in different organizations, the Grant Management Specialist will be expected to consistently strengthen the design and implementation of GDN grant-making processes and tools, supporting innovation within a stable institutional framework and supporting hands-on its implementation.

The ideal candidate will be enthusiastic about making a significant contribution to projects such as:

- An innovative decentralised regional research fund for young researchers in Francophone Africa, co-designed and jointly managed by GDN and 5 universities from the region;
- Demand-driven institutional support to local think tanks in the politically unstable Sahel region;



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- Expansion to the MENA and Asian regions of GDN's 'Doing Research' global initiative, through a network of local research teams, local funders and international partners, etc.

As GDN programs expand rapidly, in the first six months of this position will lead on three strategic projects:

- Analyse the needs of the organization with respect to grant-making and grant-management, and their structural links to other functions in the organization, including financial management, legal and administration, prepare a roadmap for internal capacity building, and present it to senior management;
- Conclude the transition of GDN towards a cloud-based grant management systems (SmartSimple), including training of new staff if needed.
- Curate the update of the GDN Program Management Manual, in discussion and close coordination with program leads.

Interested candidates may also be given the additional opportunity and responsibility to manage directly projects and grants, as part of the Global Development Awards Competition.

To succeed in this role, the Grant Manager will have to thrive as part of a dynamic, ambitious, and young team working from different locations, for different donors and in multiple languages. The position is based in the expanding office of GDN in Clermont-Ferrand, France, and candidates are required to be bilingual (English/French). Occasional international travel may be required, based on program needs.

Key Responsibilities

1. Grant Management Support:

- Lead on the design of grant management systems that align with project objectives and donor guidelines.
- Assist in the development of grant proposals, budgets, and work plans.
- Provide guidance on compliance with grant terms and conditions.
- Develop and enforce standards for monitoring grant progress and milestones.
- Develop systems to collect and analyze financial and technical data relating to grant implementation, across active programs.

2. Capacity Building:

- Conduct training sessions for program leads and partners on effective grant management practices.



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- Offer guidance and support to program leads in building their grant management skills and knowledge.
- 3. System Design and Improvement:**
 - Evaluate existing grant management processes and systems, identifying areas for improvement.
 - Design and implement innovative grant management tools and processes to enhance efficiency, effectiveness and learning.
- 4. Reporting and Documentation:**
 - Maintain comprehensive records of grant agreements, reports, and correspondence.
 - Prepare regular reports on grant management activities, including financial status and progress across program.
- 5. Grant Management Platform:**
 - Develop and manage the grant management platform, ensuring its effectiveness and efficiency in grant administration.
 - Previous experience with SmartSimple or other grant management software would be an asset.
- 6. Compliance and Risk Management:**
 - Ensure adherence to donor regulations, legal requirements, and GDN policies.
 - Identify and mitigate potential risks associated with grant management.

Qualifications

Education and Experience

- Master's degree in a relevant field (international development is an asset)
- Proven experience (at least 5 years) in grant management in an international development context
- Understanding of research and capacity building a strong plus

Language Skills:

Bilingual proficiency in English and French is essential, with excellent written and verbal communication skills in both languages.

Technical Skills:

- Proficiency in cloud-based grant management systems, with experience in systems like SmartSimple considered a strong asset.



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- Strong data analysis skills, including the ability to use data to inform decision-making.
- Experience with financial management and budgeting related to grants.

Project Management:

- Proven ability to manage complex projects, including needs assessment, planning, execution, and evaluation.
- Ability to create and execute capacity-building plans for internal staff.

Communication and Teamwork:

- Excellent interpersonal skills with the ability to work effectively in diverse, international teams, across time zones
- Strong presentation and negotiation skills.

Analytical Thinking:

- Ability to analyze the needs of an organization in grant-making and grant management and develop strategic plans accordingly.
- Strong problem-solving skills, with the ability to adapt to changing project demands.

Flexibility and Adaptability:

- Comfortable working in a dynamic, rapidly expanding organization.
- Willingness to travel internationally as required by program needs.

Innovation and Initiative:

- Enthusiasm for promoting innovation within an established institutional framework.
- Proactive approach to identifying and addressing challenges.

Cultural Sensitivity:

Awareness and appreciation of cultural diversity, especially within the context of global development.

Commitment:

A strong commitment to GDN's mission and values, with a genuine interest in contributing to global development through grant management and support.

Note: This job description serves as a general guideline for the qualifications required for the Grants Management Specialist position. Specific requirements may vary depending on the evolving needs of the organization and the projects undertaken.



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Application Procedure

Interested candidates are invited to send:

- An updated CV
- A cover letter detailing their qualifications and experience (maximum two pages)
- Contact details of at least three professional references

to jobs@gdn.int with the subject line '**Grants Management Specialist Application – [Your Name].'**

Please specify in the body of the email the earliest date you can join. GDN aims to fill the position on priority. The deadline for applications is **November 15, 2023**.

Global Development Network is an equal opportunity employer and encourages candidates of all backgrounds to apply. We thank all applicants for their interest; however, only those selected for an interview will be contacted.