

**CARE WEST BANK & GAZA
JOB DESCRIPTION**

Please Check One: New Revised No Changes

Position Title: Compliance and Grants Specialist	Department/Program: Program Support
Reports To: Grants, Contracts and Compliance Manager	Approved by:
# of Direct Reports : 0 # of Indirect Reports: 0	Approved On:
Current Grade (if applicable): 4	Location: Main Office

1- JOB SUMMARY:

The Compliance & Grants Specialist assists the Grants, Contracts and Compliance Manager in making sure that the CO is in compliance with different donor as well as CARE compliance requirements. This includes preparation and maintenance of different donor and CARE compliance documents, reports and files.

Review and monitoring of CARE Partners' compliance and grant management performance and provide feedback to CARE management.

Provide grant management and compliance training to CARE and Partner employees as necessary.

RESPONSIBILITIES

Job Responsibility #1: Compliance with USAID Regulations and Requirements

- Prepare the Sub-award information report for direct USAID awards by the 5th of each month as well as the reports for USAID sub-awards by the 8th of every month.
- Review and maintain all the supporting documents for the sub-award information reports including the review of CARE sub-grantees reports.
- Assist the Contracts and Compliance manager in disseminating information and new regulations to CARE employees and partners which includes written communication, training or going out to the field and working with partners to improve their compliance capacity.
- Update and maintain the online USAID Train-net data base and follow-up with program staff on training information and documents accordingly.

estimated % of time: 30%

Job Responsibility #2: Compliance with C-USA Sub-Agreement policy

- Under the guidance of the Contracts and Compliance Manager make sure that the CO is in full compliance with C-USA Sub-Agreement Management Policy attached. This includes:
- Utilizing CARE-approved templates provide sub agreement to sub recipient, including all relevant terms and conditions
- Conduct Potential and existing Sub-recipients risk assessments to evaluate programmatic and administrative organizational capacity.
- Orienting sub recipients to the sub agreement terms and conditions.
- Monitoring sub agreement administrative and financial performance.
- Where applicable build the capacity of sub-awardees by providing training on relevant donor regulations and CARE agreement terms and conditions.
- Maintain the Sub-agreements files according to the Sub-Agreement Policy attached.
- Maintain the Sub-agreement data base.
- Coordinate with the Program Reporting and Evaluation Specialist in terms of overall CO monitoring and evaluation requirements per the CARE USA Sub-agreement policy.

Estimated % of time: 60%

Job Responsibility #3: Additional duties

- In addition to the above, the post-holder can be expected to:
 - Take responsibility for her or his job description;
 - Take an active role in determining personal development needs and agreeing to a program to meet those needs;
 - Actively follow and contribute to the development of CARE West Bank/Gaza's policies;
 - Attend staff meetings and training as agreed;
 - Carry out any other duties as requested by the direct supervisor.

Estimated % of time: 10%

2- QUALIFICATIONS – (must be specific, realistic and related to job responsibilities)

Specialized Know How

A- Education and training

Required:

- *BA Accounting or Business Administration, preferably with specialized training in USAID compliance requirements as well as minimum of two year auditing background.*

Desired:

- Sub-grants experience
- Experience with ECHO, EC and other donors compliance requirements.

B- Managerial Know How

Managerial Know How involves integrating and harmonizing requirements of diverse functions in operating, support, and administrative situations. It may be exercised through consultation as well as direct action; Management requires a combination of planning, organizing, controlling, and reviewing along with direct and indirect execution. Choose one of the following: Task; Minimal; Related; Diverse; Broad.

- This position requires **related** managerial know-how.

C- Experience

Required:

- At least two years compliance/auditing/ sub-grants management experience.
- Good experience working on deferent computer applications such as MS Office, Outlook...
- Excellent command of English Language
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Desired:

D- Technical skills

Required:

- Knowledge of contracts, management, procurement regulations

Desired:

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E- Human relations skills

Consists of active practicing skills in the area of human relationships. In the work context Human Relations Skills include all capabilities that are needed to interact on a direct person-to-person basis, and through varied approaches build understanding of, acceptance of, or commitment to, courses of action that are important for the organization. These skills may be applied in relation to peers, subordinates or peers within the organization, or to people outside the organization. (See Guidelines for definitions).

- The Human Relations Skills for this position are designated as **Basic**

F- Competencies

Are the how a person gets the job done and are the values or organizational competencies. List four to six competencies used by your Designated member of country office, which are appropriate for this position.

CARE Core Competencies::

- **Respect** - Behaving in a manner that reflects a true belief in and appreciation for the dignity and potential of all human beings. Gaining other people's confidence and setting an environment of trust and openness.
- **Integrity** - Maintaining social, ethical, and organizational norms; firmly adhering to codes of conduct and ethical principles inherent to CARE.
- **Commitment to Service** – this competency is woven throughout all aspects of the employee's performance.
- **Excellence** - Setting high standards of performance for self and/or others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed; ensuring interactions and transactions are ethical and convey integrity.
- **Diversity** - Promoting, valuing, respecting and fully benefiting from each individual's unique qualities, background, race, culture, age, gender, disability, values, lifestyle, perspectives or interests; creating and maintaining a work environment that promotes diversity.

Job Specific Competencies

- **Delegating Responsibility** – Allocating decision-making authority and/or task responsibility to appropriate others to maximize the organization's and individuals' effectiveness.
- **Collaboration** – Working effectively and cooperatively with others towards shared goals, establishing and maintaining principle centered working relationships.
- **Communicating with Impact** - Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain their message.
- **Customer Focus** - Making customers and their needs a primary focus of one's actions; developing and sustaining productive customer relations.
- **Initiating Action** - Taking prompt action to accomplish objectives; taking decisive action to achieve goals in times of uncertainty or in fluid contexts; being proactive.
- **Follow-up** – Monitoring the results of assignments, or projects, considering the skills, knowledge, and experience of the assigned individual or organization and the characteristics of the assignment or project

4- PROBLEM SOLVING

Is comprised of the Thinking Challenge and Thinking Environment

Thinking Environment considers the rules, instructions, practices, precedents, standards, principles, policies, goals, and objectives that create the context in which a job is authorized to deal with unusual situations. It describes the degree of freedom permitted to the job to initiate the thinking process as a result of external conditions, as well as internal conditions of the organization. Choose one of the following: Strict Routine; Routine; Semi-Routine; Standardized; Clearly Defined; Broadly Defined; Generally Defined; Abstractly Defined. (See Guidelines for definitions).

- This position is defined as **Standardized**

Thinking Challenge describes the situational and nature and degree of difficulty of mental effort required to come to conclusions, make decisions, provide answers, or discover new things. Choose one of the following: Repetitive; Patterned; Interpolative; Adaptive; or Uncharted. (See Guidelines for definitions)

- This position is defined as **Interpolative**

5- ACCOUNTABILITY

Is the answerability for actions and for their consequences. It is the measured effect of the job or position on end results. It has three dimensions in the following order of importance: Freedom to Act; Impact on End Results; and Magnitude.

A) Freedom to Act is the degree to which personal or procedural control and guidance for work (or lack thereof) exists. This is a function of the organizational framework, the personnel and policy direction, and the flows, processes, and systems that are established in the organization. Choose one of the following: Limited; Prescribed; Controlled; Standardized; Regulated; Clearly Directed; Generally Directed; Guided; or Strategically Guided. (See Guidelines for definitions).

- This position would be designated as **Standardized**

B) Impact on End Results considers the principal nature of the job's influence on end results, which ranges from very direct control to very indirect support. Choose the Impact category that reflects the basic purpose of the job most clearly. Ancillary; Contributory; Shared; Primary (See Guidelines for definitions).

- This position would be **Contributory**

C) Magnitude: Financial: What parts of CARE's revenue and/or expenses are impacted by the job's primary goals? Use current fiscal year amounts. e.g. project budget, fundraising or contract goal, budget managed or monitored, donations processed, purchases made, contracts negotiated/signed, benefits costs.

- What is the \$/EUR amount related to job's primary goals? \$
- What is the \$/EUR amount of signing authority for this position?

5- CONTACTS/KEY RELATIONSHIPS:

List the primary external and internal relationships, which the employee is expected to maintain. State the purpose of these interactions.

- Internally the Grants and Compliance Specialist has key relationships with the Grants, Contracts and Compliance Manager, Accounting and Finance Manager, Reporting and Evaluation Specialist, Sector Coordinators and Project Managers.
- Externally the incumbent has key relationships with CARE WBG partners.

6- WORKING CONDITIONS:

Describe the location of work, expected percentage of travel, special conditions (e.g. security situation, availability of medical facilities, basic education, etc.).

- **Travel:** Travel throughout the West Bank and Gaza is required. Occasional trips abroad are also necessary.
- **Safety and Security:** CARE has a safety and security officer who is available for advice and guidance
- **Other:** CARE provides medical coverage.

7- SIGNATURES:

Direct Supervisor:

Date:

Country Director:

Date:

Employee:

Date:

**Copy: Employee File
Employee**