



Norwegian Embassy



Vacancy Advertisement

Tilitonse Foundation (TF) is a grant making facility supported by development partners to support Malawian Non State Actor (NSAs) to engage in societal transformation through catalyzing more accountable, inclusive and responsive governance. The Foundation was established with the following core objectives:

1. To build capacity in Non State Actors so as to promote, strengthen, enhance and entrench good governance and build sustainability.
2. To mobilise and provide funds to NSAs for the promotion and enhancement of good governance in Malawi.
3. To provide a platform for NSAs for improving inclusivity, transparency, accountability and responsiveness in governance in Malawi
4. To promote and encourage NSAs to engage in societal transformation through catalyzing more accountable, inclusive and responsive governance.

Tilitonse Foundation is in the process of recruiting for the following position tenable in Lilongwe, Malawi:

Position: Grants and Partnership Manager

Overall Responsibility

As a member of the senior Management Team, the Grants and Partnership Manager (GPM) takes a lead in grant making and management for the Tilitonse Foundation. This includes legal compliance, review of grant partners technical and financial reports, management of grant partners budget, processing of grant applications, transfer of grant payments and reporting on grant making and management. The GPM is also responsible for providing support to the Foundation's programs and senior management to aid in organizational planning and learning about its grant making and management.

The Grants and Partnership Manager is involved in program design and proposal development, donor reporting, grants information management and grants management capacity-development efforts. The Grants and Partnership Manager also supports programmatic and budgetary monitoring, compliance with Development Partner requirements and internal Tilitonse Foundation rules and regulations.

Working in teams that comprise the Capacity Development and Mentoring Officer, Grant Officers and Monitoring and Evaluation Specialist that are assigned specific grant partners, and supported by external technical advisors, the GPM will create systems and practices that support programs of the Foundation and grant partners requirements, allowing for creativity, responsiveness and learning. The GPM will work with the senior management team members to build a team approach to grant making and management at the Foundation. The primary mandate of the Foundation is provision of grants to Non State Actors (NSAs) hence the Grants and Partnership Manager plays

that critical function in the selection and engagement of the grant partners, operationalizations of projects under the grant partners, and monitoring the operations of the grant partners.

Key Responsibilities

1. Grants Making and Management

- Managing grant inquiries and applications.
- Working with technical and finance staff, and consultants to manage new proposals and proposal reviews, and assisting grant partners throughout the proposal development process.
- Tracks and reviews grant proposals and grant partners progress reports for completeness and compliance with Foundation regulations.
- Responds to applicant and grant partner inquiries regarding proposal status, subsequent payments, and other administrative inquiries.
- Managing grant letters and grant agreement.
- Managing the Grants Management Information System.
- Oversees the management of the Foundation's central grant files and ensures the integrity and completeness of each grant record, from initial request to grant close-out.
- Works with the team to review of docket materials (reports/NSA information) and preparation of dashboards and other data visualizations to reflect the Foundation's state of grant making and management.
- Reviews progress report and budget to ensure that grant partners expenditures are consistent with the approved grant budget.

2. Grants and Compliance

- Work in close collaboration with Grant Partners, ensure that reports are submitted on time and are coherent and accurately written (quarterly, interim and/or final report).
- Maintain and update an online and offline record of TF's grant portfolio for audit compliance.
- Lead Grant Opening and Closing meetings, as well as monthly/regular grants management meetings and ensure proper follow up of issues raised.
- Lead in monitoring and coordinate the use of grants management tools such as concept note and proposal development templates, proposal evaluation templates, call for proposal planning and activity plans amongst grant partners to ensure accurate tracking of implementation and timely alerts to potential challenges/obstacles.
- In coordination with SMT, monitor implementation of Grants to ensure they are in accordance with TF's internal requirements.

3. Partnership Development:

- Provides data-driven research and reports to senior management team (SMT) to assist with development and management of partnerships.
- Take a lead in developing frameworks and plans for partnership development for the Foundation.
- Provide support in operationalization of forums and platforms for partners between the Foundation and other stakeholders.

4. Information Management

- Manage grant related documentation (grant proposals, reports, budget etc.) for all grant partners. Ensure comprehensive grant files are maintained up to date and are available for use.
- Provide briefing papers and support development of external communication tools as relevant for stakeholder visits/meetings on TF
- Manage monitoring and evaluation interventions of the Foundation
- Managing staff under the Grants and Partnership portfolio

Required Qualifications, Skills and Competencies:

- Minimum master's Degree in Business Administration, Management Studies, Economics, Development Studies/or Social Sciences
- Minimum of 3-5 years' experience in a grants making and management role in an NGO setting. The experience in a position requiring knowledge of grant making rules and regulations, and private foundation policies preferred. This position requires strong analytical skills, particularly with financial data and budgets, as well as demonstrated verbal and written communication skills.
- Candidates must be detail-oriented with strong organizational skills, able to set priorities and work in a self-directed fashion, and willing and able to think outside the box and contribute new ideas and solutions. Experience with establishing organizational systems to improve efficiency in a changing environment is a plus.
- High-level proficiency of MS Excel, MS Word, and other grants management software is required.
- Flexible, a team player requiring minimal supervision and one who approaches work with a solution-oriented view. The Foundation has a relatively small staff base, therefore judgment and integrity are traits that are particularly important to the optimal performance of this job.

A competitive remuneration package will be offered to the successful candidate in line with experience and market trends. Interested persons who meet the above requirements should send their applications via email to jobs@tilitonsefoundation.org. The applications should comprise a cover letter explaining their suitability for the position and a detailed Curriculum Vitae with at least three traceable referees.

Tilitonse Foundation is an equal opportunity employer and does not discriminate in its selection and employment practices on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, genetic information, age, membership in an employee organization, or other non-merit factors. **Women are strongly encouraged to apply.**

The closing date for receiving applications is 5:00 p.m. on Friday 5th June, 2020. Only short listed candidates will be contacted.

Note: The successful candidate selected for this position will be subject to a pre-employment background check.