INTERNATIONAL
CIVIL
SOCIETY
SUPPORT

Posting: Grants Management and Monitoring & Evaluation Officer

Deadline for applications: February 23rd 2018, 6 pm EST

Who we are:

International Civil Society Support (ICSS) is a Dutch-based organization whose mission is to create opportunities for cohesive and effective civil society and affected communities' advocacy on HIV/AIDS and related global health issues like tuberculosis and malaria.

International Civil Society Support is a small organization with only 7 staff (including this position) who all work in various locations: out of necessity then, we are a creative and collaborative group of individuals who are all capable of working very independently at a high-level to contribute to civil society efforts to meet global health related goals.

ICSS acts as a technical partner on the New Venture Fund for Global Fund Advocacy (NVF for GFA) which has just entered its second phase of 3-year funding. During the first Phase there were 13 individual grants and the Grant Management and Monitoring &Evaluation Officer would play a significant role in supporting the grantees reporting to NVF as well as supporting, and potentially eventually leading, ICSS's role as a technical partner to track grantees progress throughout their grant cycle(s).

Who we are looking for:

- a skilled administrator with a demonstrated knack for analysis and persuasive writing skills who can also make spreadsheets come to life (and fix them when they are sick or make those trying to use them sad)
- someone who brings passion and creativity to work with them every day;
- Someone with at least 3 years directly relevant experience or with more than 5 years executing the types of functions required in the position and with a persuasive argument on how those skills can be transferred to this work

What this position does:

On the NVF for GFA portfolio:

- Support the Phase 2 NVF for GFA grantees to meet reporting requirements and deadlines according to the grant reporting objectives and schedules. This will include technical support around the monitoring and evaluation tools
- Provide leadership within ICSS to ensure ICSS compliance as an NVF for GFA grantee and as Technical partner responsible for keeping in close contact with all grantees and sharing progress and challenges for ICSS and other grantees with key NVF for GFA partners

ICSS-wide:

- Support the 3 Senior Policy Advisors to maintain grant compliance and monitoring and evaluation for all of ICSS' grants. This will take the form of generally shepherding the team along through drafting, refining, approval and submission of grant reporting per individual grant requirements, including:
    - keeping the SPAs on track for deadlines
    - providing support around financial reporting in tandem with the Executive Assistant
    - providing a second set of eyes to ensure compliance and improving content of reports to ensure they highlight successes and impact
- Ensures that ICSS complies with International Aid Transparency Initiative (IATI) requirements – a framework for publishing information on how development cooperation financing is spent. This will require understanding the IATI standards and developing and implementing a programme for incorporating this within ICSS financial and administrative systems and support colleagues to understand and incorporate in their work
- Other tasks and responsibilities as requested or needed as we discover the talents, skills and subject matter expertise you bring with you

Our work culture:

Our work is not about "us" as an organization: it is about the communities affected by HIV/AIDS, tuberculosis, and malaria, and global health challenges. Our desire is to provide effective platforms for all of civil society to ensure those voices are represented, heard and listened to at decision-making tables. Additionally, that advocates have an opportunity to learn from each other and collaborate for better, more effective responses to the 3 diseases within the context of universal health coverage and strong community and health systems.

We work in a fast-paced virtual work environment where making and maintaining connections is vital to our success and where you need to demonstrate that you can thrive independently but know intuitively when to reach out.

The team travels frequently for our work but this position will require comparatively little travel: likely 2-3 times per year although perhaps more, as needed.

Our virtual work environment:

We all work from home offices wherever we happen to live, but arrangements have been negotiated on an individual basis for shared-work spaces on request.

We are all employed directly by ICSS in the Netherlands or via an ICSS partner organization in the country where our staff live to ensure that all staff have access to health benefits and experience "regular" employment social benefits, and standards, in their own country contexts.

We regularly try to use new innovative apps, sharing platforms etceteras to improve our collaborations but we are a work in progress!

Salary and other administrative details:

Salary: Salary will be dependent on your experience and skill-set, but we expect the starting salary to be in the 30,000-35,000 USD range for a 0.5FTE (20 hours/week).

Should you work in a country where we do not currently have staff, we will work to identify a local, partner organization to host your employment.

Deadline for Application: Friday February 23rd 2018 by 6 pm Eastern Time/Midnight Central European Time. Submit all applications to Katy Kydd Wright at kkw@icssupport.org

What to submit: Your CV, focusing on relevant work experience and academic background and a letter of interest which clearly addresses how you are the person who can accomplish what is needed in this position.