

TERMS of REFERENCE

Short-term Consultant – Grants Officer

Job Title: Short-term Consultant – Grants Officer

Reports To: Senior Grants Officer

Location: Takoma Park, MD

Dates: Immediately – end December 2014

Salary Range: Commensurate with experience

Background

Handicap International – USA (HI-USA) was founded in 2006. Our mission is to support the work of the Handicap International Federation by mobilizing both private and public financial support, administering grants and contracts, representing Handicap International with national and international bi-lateral and multi-lateral institutions based in the U.S., and raising the Federation's profile. The office has experienced steady and sustained growth in institutional fundraising, primarily in the form of USG grants.

Handicap International is an international humanitarian organization that works to improve the living conditions of people living in disabling situations in post-conflict or low income countries around the world. HI-USA is part of a Federation with headquarters in Lyon, France and Brussels, Belgium.

Handicap International was awarded the United Nations Nansen Refugee Award (1996) for service to refugees as well as contributions to the elimination of landmines; in 1997 it was the co-winner of the Nobel Peace Prize; and, in 2011 it was recognized with the Conrad N. Hilton Humanitarian Prize.

Consultancy Description

- Monitors funding opportunities
- Supports management of USG grants portfolio ranging in size from \$400,000 to \$5M and related sub-grants
- Supports compliance monitoring
- Prepares, monitors and updates sub-award templates for grants administration
- Prepares quarterly programmatic reports
- Prepares SF 425 (FFR) quarterly and annual financial reports to the donor and ensures their timely submissions
- Prepares financial reports for closeout of federal grants.
- Manages and documents all cash and in-kind cost sharing contributions
- Prepares and submits the necessary documentation for close-out of sub-awards and the prime award
- Prepares original and amended Budget Information for Non-Construction Programs (SF-424A) and provides support in developing new and amended proposals compliant with donor rules and regulations
- Reviews proposal budgets, budget narratives, and budget modifications for accuracy of calculations, for internal consistency, and to ensure all budgeted costs are allowable and in accordance with donor regulations and HI policies
- Other duties as assigned

Qualifications

- Specific and direct experience (minimum of 2-5 years) managing, processing and monitoring USAID and Department of State grants and sub grants

- Demonstrated strong prior experience and current knowledge of USG rules and regulations, including the “Super Circular” required
- Relevant experience in the financial and budgeting aspects of grants and sub grants
- Solid communication skills; strong organizational and analytical skills
- Good interpersonal and cross-cultural skills
- Understanding of the humanitarian and international development sector
- French language competency desirable but not required
- Ability/permission to work in the United States

Interested consultancy candidates should send a cover letter, resume/CV, and salary history as attachments to Hlspmrecruit@handicap-international.us