

VACANCY ANNOUNCEMENT

Reference #	026/04/2024/AS/ECNRM/New Delhi
Project	Environment, Climate Change and Natural Resource Management Program
Position	Administrative Specialist (Contract and Grant Management)
Band	4
Location	New Delhi
<p>To apply click on the link: https://www.giz-jobs.com/india/</p> <p>Documents to be submitted:</p> <ul style="list-style-type: none"> • CV and a statement of suitability for this position • A maximum of 2 pages note on one of the topics given below: <ul style="list-style-type: none"> ➤ How do you ensure that all contracts are compliant with applicable laws and regulations? <p>Or</p> <ul style="list-style-type: none"> ➤ How do you ensure that all contracts are compliant with applicable laws and regulations? <p>Last Date of Application: 19th May 2024</p>	

A. About GIZ India

For details, click on: <https://www.giz.de/en/worldwide/368.html>

B. Project Background

The Environment, Climate Change and Natural Resource Management Program of GIZ, is looking for an Administrative Specialist who will be primarily responsible to provide effective management of contracts and grants under the Program/ cluster. The selected candidate will add value to the existing pool of administrative Specialists. The Program/ cluster is currently comprising a total of 20 technical cooperation projects.

The Administrative Specialist will own and be responsible for the effective and efficient administration of contract management activities, liaising with all projects, country office and head office. He/She will be responsible for production of contractual documentation, assessing contractual effectiveness, managing spending profiles and developing good working relationships with grant recipients/partners, consultants, and suppliers.

C. Responsibilities

- Support the cluster in all aspects of day-to-day grant and contract management.
- Ensuring the efficiency and quality of financial, administrative and procurement process.
- Ensuring good communication and flow of information within the Programme Office, GIZ India office and head office.
- Ensuring compliance with financial and administrative regulations in compliance with GIZ's Processes and Rules (P+R).

D. Core Scope of Tasks

1. Grant and Contract Management

- Managing grants, and service contracts concerning the administrative and financial processes.

- Supporting the technical team in finalisation of Terms of Reference (ToR) and grant related contract documents.
- Preparation of the commercial and legal eligibility checks on potential recipients.
- Supporting in preparation of tender documents.
- Following up with grant recipient and consultants on timely submission of financial statement and invoice.
- Performing quality assurance concerning financial statements, invoices and provide orientation to the grant recipient /consultant.
- Monitoring and financial management of grants, consultants and timely disbursement of payments.
- Initiating the external audits of grant agreements, including specifying the standard terms of reference, initiate the procurement process, and participate on the debriefing session.
- Updating regularly the disbursement schedule of the grants and discuss the administrative needs with the implementing partner.
- Assuring the quality of the Grant financial reports and call for disbursements before submission to the head quarter.
- Filing of contract related documents in DMS/ MS Team in line with GIZ's filing rules.

2. Coordination

- Ensures that information is exchanged between project staff, partners and other institutions
- Coordinates with the GIZ Head Office and Country Office on the mode of service delivery
- Ensures regular and systematic communication with cluster admin teams and the finance interface

3. Administration and Finance

- Ensuring that the Processes and Rules (PuR) of GIZ are met and guides the technical staff in the project team.
- Identify the areas where the grant recipient requires support and provide guidance and training on financial management, compliances, internal control systems, budgeting to ensure effective programme implementation.
- Assuring the quality of documents and submit them into the Procurement Portal of the country office and head office.
- Following up on initiated tender process with the country office and head quarter.
- Monitoring of financing agreements, service contracts with regards to payments, cashflow and obligations and initiate actions in the case of delays.
- Updating the status of yearly procurement plan and provide the information for fund projections.
- Supporting in the grant internal and external audit processes.
- Preparing the internal audit compliance report.
- Ensuring Foreign Contribution Regulation Act. Compliance related to grant management.

Other duties/additional tasks

- Performs other duties and tasks at the request of the supervisor related to the nature of the position.

E. Required Qualifications, Experience and Competencies

- University degree in relevant specialisation and qualification like MBA or equivalent. Professional accountancy qualification shall be an added advantage.
- A minimum of five years of experience in grant and contract management, preferably with an international agency.
- Proven experience in managing contractual requirements including managing grant-related audits.
- Great negotiation skills, good written and verbal communications skills.
- Ability to negotiate, establish, and administer grants and contracts.
- Good understanding of financial planning and management.
- Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel).
- Ability to work under pressure.
- Good presentation skill.
- Excellent organisational and administrative skills
- Ability to multitask, prioritize, and manage time efficiently.
- Ability to work well with all levels of internal management and staff, as well as grant recipient, consultants and vendors.
- Demonstrate strong initiative, willingness, and ability to independently manage many changing tasks simultaneously.
- Ability and willingness to undertake travel within India.

F. Location: New Delhi

G. Duration of the contract: Two years contract with the possibility of an extension

Application without GIZ application form will not be considered

- Only shortlisted candidates will be contacted.
- GIZ supports Work-Life Balance.
- GIZ promotes Gender Diversity – Applications from women professionals are encouraged.
- Please note that those individuals who have completed a consultancy assignment with GIZ in less than 6 months prior to the intended start date for this position will not be shortlisted due to organisational policy.

Disclaimer: As per GIZ's data confidentiality policy, candidate's application is stored in our database for six months and is deleted thereafter.