



SCOPE OF WORK
YOUTH RESILIENCE TO CRIME AND VIOLENCE IN THE CARIBBEAN
Grants Officer

PROPOSED PERSONNEL	TBD	
POSITION	Grants Officer- Saint Lucia	
PERIOD OF PERFORMANCE <i>ON/ABOUT (FROM – TO)</i>	TBA	Long-term (LTTA)
MAXIMUM LEVEL OF EFFORT	LTTA	
REPORTS TO:	Grants Manager	
LOCATION	Saint Lucia	

PROJECT BACKGROUND

The USAID Eastern & Southern Caribbean Youth Resilience to Crime and Violence in the Caribbean (YRCVC) program will engage and empower youth and other key populations as partners and integrate interventions at the national and sub-national levels to improve youth, family, and community resilience to crime and violence. The program will be implemented in Saint Lucia, Guyana, Grenada and at least one additional country. Its main objectives are:

- 1) Improve social service provision to vulnerable populations;
- 2) Provide youth with targeted education, psychosocial support, and market-relevant skills;
- 3) Improve access to productive and inclusive development opportunities;
- 4) Strengthen family and community systems.

OBJECTIVE

The Grants Officer will be responsible for implementing the project's grants program in close collaboration with the Grants Manager. S/he will coordinate with the program staff and grantees to facilitate grant implementation activities e.g. (solicitations, awards, procurement, disbursements of grant funds, grant monitoring, progress reporting and closeout); In this role, the Grants Officer will work closely with the relevant project teams, including technical, M&E, communications, finance, and operational staff, with the core project objective of ensuring an effective and efficient implementation.

TASKS

- Responsible for coordinating grant processes from inception to closeout;
- Provides guidance and interpretation of YRCVC grants policies, procedures and USAID assistance regulations including ADS303 rules to program staff, grantees and subcontractors.
- Ensures grants by the program are compliant with the DAI Grants/Activities Manual and USAID systems, policies, and procedures;
- Prepares, analyze, and evaluate submissions to Requests for Applications (RFAs), Annual Program Statements (APS), or other solicited and unsolicited proposals, as outlined in the Grants Manual;
- Facilitates Grant Selection Committees, ensuring that Committee participants understand and are trained in the required evaluation criteria and process.
- Establishes and maintains accurate grant documentation for each new award ensuring that grant master files (hardcopies), are always up-to-date, complete and ready for audit;
- Ensures complete and up to date backup documentation for all grants is maintained in DAI electronic management systems, including DAI's TAMIS;
- Ensures that the Grants Manager and relevant project staff are kept informed on grantee progress, highlighting areas of concern and implementation challenges.

- Apply a solutions-oriented and proactive approach to the overall management of the grants program with support necessary support from the project's teams;
- Provides input to the monthly quarterly reports on grants issued, disbursements status, funding trackers and any pertinent information requested;
- Any other duties assigned by the Grants Manager.

DESIRED QUALIFICATIONS

- A bachelor's degree (or equivalent).
- At least 5 years of work experience with a minimum 3 years of experience in grants management for complex, donor-funded programs preferred.
- Experience with USAID-funded projects and knowledge of rules and regulations concerning grant management highly desired.
- Accuracy in working with large amounts of data and ability to manage and prioritize workloads
- Excellent oral, written and interpersonal communication skills.
- Proficiency in Microsoft Office Suite or related software.