

GRANT MANAGER

Organization: FIND is based in Geneva, Switzerland. We are a global non-profit organization driving innovation in the development and delivery of diagnostics to combat major diseases affecting the world's poorest populations. Our vision is a world where diagnosis guides the way to health for all people. With priorities aligned to those of the global public health community, we turn complex diagnostic challenges into simple solutions through unique partnerships with the public, private and non-profit sectors. Our work bridges Research and Development (R&D) to Access—we have deep technical and practical experience in needs assessments, development of fit-for-purpose products, evidence generation for regulators and policy makers through clinical trials and other studies, analysis of market dynamics, introduction of new products, capacity development to strengthen laboratory systems and manufacturing, and advocacy to expand access.

Location: Geneva, FIND headquarters

Reporting to: Deputy Director, Grants Management

Your mission/Position objective:

Reporting to the Grants Management Office the Grant Manager will devote a minimum of 50% of his/her time to managing a single large Unitaid grant, with management of several public grants for COVID making up the remainder. The job includes, but is not limited to: managing the grant administration process; tracking expenditure vs budget; ensuring compliance with grant requirements; providing input to grant proposals (ensuring all costs are covered); managing grant information sheets; educating project staff on policies; preparing progress reports in collaboration with the technical team; and preparing financial forecasts and reports.

Your responsibilities/Job description:

- Focal point for all financial matters for the assigned grants and ensuring compliance with donor and organizational requirements
- Responsible for overall grant administration and implementation in accordance with the grant agreement and organizational policies and processes
- Support FIND project team in budget development and other tasks as needed during the Unitaid Grant Agreement Development process (typically a 3-6 month exercise)
- Manage financial and budget plans including budget creation and revision, monitoring, tracking and record-keeping with regard to budgets
- Ensuring the organization's financial system includes sufficient documentation to comply with all donor and organizational policies and procedures for the grant(s) you manage
- Prepare accurate budgets and forecasts, allocation plans, monitor actual expenses, and prepare and submit disbursement requests and financial reports to donors
- Provide support for external site/partner due diligence process, including assessment of financial risks, capacity and adherence to financial policies and procedures

Posted: 13 October 2021

- Monitor external partner budgets, effectively communicate with external partners on financial and contractual issues, including liaising with auditors
- Work with the Finance team to ensure internal controls are complied with and suggest improvements as appropriate
- Work with the Project Management Unit to manage timelines, deliverables, and record-keeping
- Coordinate preparation and submission of progress reports in compliance with donor requirements
- Maintain overview of contracts with external parties
- Provide grant management trainings and contribute to the development of grant management tools and processes as a member of the FIND Grant Management Office

Qualifications:

- Master in Business Management or Chartered accountancy (ACA) or equivalent qualification
- 5 years' experience in grant management and financial reporting at a non-profit or international organization in global health an advantage
- Good knowledge of auditing practices
- Strong project and grant management skills and organizational capabilities
- Advanced Excel and strong interest in IT; tools such as PowerBI, Tableau and MS Project
- Excellent communication and interpersonal skills
- Ability to work independently with strong attention to detail
- Team player, comfortable working in a multicultural environment
- Fluent written and spoken English, French an advantage

Posted: 13 October 2021

To apply

Please send your application to hr@finddx.org by **16 October 2021**

The application must include:

- a complete *curriculum vitae*
- a motivation letter
- **an acknowledgement letter, answering the following questions:**
 1. Have you ever been criminally convicted or subject to any criminal or administrative penalty by any competent authority? If yes, please specify.
 2. Have you ever been terminated or separated (e.g., contract termination, dismissal, non-renewal) or subject to any disciplinary measure or sanction by your employer for fraud, harassment, sexual harassment, sexual exploitation, or sexual abuse?
 3. Have you ever resigned while under investigation or during disciplinary proceedings?

A confirmation of the following declaration of understanding:

- I confirm the accuracy of the information provided, with the understanding that FIND will conduct reference checks to verify relevant information.
- I understand that if any false or misleading information is provided in my application, or any material fact suppressed, I may not be employed, or if I am employed, I may be dismissed.

Please note that due to high volume of applications, **ONLY** short-listed candidates will be contacted. FIND is dedicated to building an inclusive workforce where diversity is valued. FIND is an equal opportunity employer. Every qualified applicant will be considered for employment. FIND does not discriminate based on race, colour, religion, gender, sexual orientation, gender identity, genetic information, age, national origin, marital status, pregnancy, disability status, political ideology, military status, or any other attribute protected by applicable law.