

Job Description



Job Title:	Civil Society Resourcing, Administrator		
Cluster:	Operations		
Salary:	\$21,000-\$23,000 per annum	Contract Type:	Fixed-term (1-year)
Location:	Johannesburg headquarters preferred, or remote working elsewhere in South Africa (must have the right to legally reside and work in RSA)		
Reports to:	Operations Coordinator		
Direct Reports:	None		
Job Role			
Role Overview:	CIVICUS is seeking a proactive, solutions-oriented Civil Society Resourcing Administrator to facilitate effective sub-granting and other means of financial support to members and partners of the CIVICUS alliance. The Civil Society Resourcing Administrator will ensure that the transfer of funds to recipients is carried out in accordance with CIVICUS standards, policies and procedures and aligns with best practice in civil society resourcing. The position will report to the Operations Coordinator and work closely with the CIVICUS Solidarity Fund Management Team (FMT) and designated programme leads.		
Areas of Responsibilities	Key Activities		
Systems development and maintenance (30%)	<ul style="list-style-type: none">Review and recommend options for the continuous improvement of policies, procedures, system enhancements in order to increase the efficiency and effectiveness of support to members and partners.Maintain and update sub-granting and partner data in the centralized database, and prepare related reports, as required.Monitor progress and support extensions, amendments, etc. to ensure contract adherence, ensuring proper document management.		
Staff and partner support (30%)	<ul style="list-style-type: none">Provide staff training and support inductions on partner support mechanisms and related policies and procedures and system processes, as required.Provide training to partners on our different support mechanisms, and how to manage and adhere to these.Participate in the design and implementation of partner support mechanisms and provide support to programme staff on related policies, procedures and administrative requirements.Collaborate with programme staff and partners to ensure adherence with donor grant agreements and CIVICUS procurement processes.		
Administration (40%)	<ul style="list-style-type: none">Assist in the review of partner support applications, as required.Help to obtain necessary documents and prepare partner checklists/assessments, ensuring country/partner clearance in alignment with donor requirements.		

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	<ul style="list-style-type: none"> • Help ensure that potential risks are considered and make recommendations for mitigation. • Support partners in their risk management strategies and compliance • Prepare partner agreements for review and sign-off by relevant parties, ensuring alignment with the terms and conditions/clauses in donor grant agreements. • Help to monitor and follow-up on partner agreements to identify issues and recommend solutions, ensuring ongoing compliance and risk management. • Assist in the review and close-out of partner agreements, and support donor reporting and annual audit processes, as required.
Person Specification	
Education, Language & Qualifications	<ul style="list-style-type: none"> • Degree/diploma in administration, public affairs or related field. • Fluency in English required.
Essential Knowledge, skills and Experience	<ul style="list-style-type: none"> • 2-3 years grant and/or contract administration, preferably in a non-profit and/or grant-making organisation. • Applicants should be aware of the challenges and opportunities related to civil society resourcing, especially related to supporting smaller, less formal groups in the Global South, and in restrictive funding environments. • Applicants should possess a sound understanding of funding processes and practices. • Applicants must be organized and detail-oriented, and have excellent interpersonal and negotiation skills, and strong verbal and written communication skills. • Applicants should understand the principles of data management and security and understand how it relates to database management and the organisation's duty of care. • Applicants must be able and willing to learn new systems and approaches and have a demonstrated ability to work in a fast-paced and culturally diverse environment.
Desirable Knowledge, skills and Experience	<ul style="list-style-type: none"> • Additional languages, especially Arabic, French and/or Spanish. • Experience with participatory grant making, small action grants, etc. • Strong communication and collaboration skills, with an emphasis on problem-solving, conflict-resolution. • Evidence of having worked in roles that require high levels of confidentiality and diplomacy.