

Grants Administrator for the Syria Regional Desk, Diakonia International Humanitarian Law Centre.

Fixed term 5-month contract at 100%.

July 2024

WE ARE LOOKING FOR A PASSIONATE HUMANITARIAN AND OUTSTANDING GRANTS ADMINISTRATOR TO JOIN OUR SYRIA REGIONAL DESK TEAM

WHO WE ARE

The Diakonia International Humanitarian Law Centre is an independent expert group that provides rapid and in-depth advice on the laws of war to ensure the protection of persons in conflict zones worldwide.

As a group of experts, we share knowledge about and promote international law relevant for situations of armed conflict through research, advocacy, and training. Our rapid and in-depth analyses enable the humanitarian sector to respond to urgent needs and improves understanding and application of international law.

The International Humanitarian Law Centre is part of the Swedish development organisation Diakonia and has teams based in Bamako, Beirut, Geneva, and Jerusalem, which cover conflicts in the Middle East, West Africa, and emerging crises worldwide.

THE SYRIA REGIONAL DESK

The Syria Regional Desk, based in Beirut, is part of Diakonia International Humanitarian Law Centre. Through its legal analysis of complex IHL-related issues arising in Syria and the region, the Desk seeks to ensure that legal principles are interpreted and applied in a manner conducive to fostering humanitarian protection to generate greater respect for IHL. The Desk works with a broad range of stakeholders in Syria primarily and in Lebanon, Iraq, Yemen, Jordan, and Turkey, including the humanitarian agencies, donors, UN agencies, civil society organisations and academic institutions to deliver legal advice, support capacity development, and IHL dissemination and education. These activities are implemented primarily by our in-house experts, at the Regional Desk, and in the Global IHL team. The content and modalities of delivery of activities are tailored to the needs of our counterparts.

PURPOSE OF THE POSITION

Reporting to the Syria Regional Desk Manager, the Grants Administrator will work on a 5-month project that is aimed at overseeing all administrative aspects of the project, ensuring

compliance with donor requirements, and supporting programmatic goals through efficient grant administration.

RESPONSIBILITIES WILL INCLUDE:

1- Grant Administration:

- Administer the entire lifecycle of grants, including monitoring timelines, milestones, and deliverables to ensure compliance with donor guidelines and organisational standards.
- Facilitate the implementation of approved grants, coordinating closely with program staff, partners, and stakeholders to ensure alignment with project objectives.

2- Financial Oversight:

- Track expenditures and ensure financial compliance and accuracy in implementation.

3- Reporting and Compliance:

- Prepare timely and accurate narrative highlighting project achievements, challenges, and impact.
- Ensure compliance with donor regulations, legal requirements, and internal controls throughout the grant lifecycle.

4- Coordination and Communication:

- Serve as the primary point of contact for donors regarding grant-related inquiries, updates, and requests for information.
- Facilitate communication and collaboration among internal teams, partners, and stakeholders to ensure effective project implementation.

5- Meeting and Event Coordination:

- Organise and facilitate meetings, workshops, and trainings relevant to grant implementation, ensuring smooth logistics and documentation of outcomes.
- Prepare meeting agendas, take minutes, and follow up on action items to maintain accountability and progress tracking.

6- Procurement Coordination:

- Coordinate with relevant colleagues the procurement processes related to grant-funded activities, including sourcing quotes, negotiating contracts, and managing vendor relationships.

- Ensure procurement activities comply with donor regulations and organisational procurement policies.

7- Risk Management and Problem Solving:

- Identify potential risks and challenges in grant implementation and develop mitigation strategies to address them proactively.
- Troubleshoot issues as they arise, collaborating with program staff and stakeholders to find timely and effective solutions.

The successful candidate will be a passionate humanitarian and highly organised individual with a can-do attitude. They will be an assertive individual who has excellent time management and interpersonal skills. They will be a dedicated team player who will excel in a diverse and respectful team environment.

ESSENTIAL EXPERIENCE AND QUALIFICATIONS

- Bachelor's degree in a relevant field (Business Administration, Public Administration, Finance, etc.); additional qualifications in project management or grants management are a plus.
- Proven experience in grant administration, financial management, or related field within the nonprofit sector.
- Strong organisational skills with attention to detail and ability to manage multiple tasks and deadlines effectively.
- Excellent communication and interpersonal skills, with the ability to work collaboratively in a team environment.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and experience with grant management software or databases.
- Outstanding level of English writing proficiency, other languages, particularly Arabic, are an asset.

CONDITIONS AND APPLICATION

Location: Remote

Duration: The desired start date is September 1, 2024. This is a 5-month full-time contract until January 31, 2025.

The successful candidate will be provided with a salary based on level of experience and qualifications. Diakonia offers a competitive benefits package.

If you have the essential experience and qualifications outlined for this position, we would be delighted to hear from you. Please submit your CV and one-page cover letter outlining your relevant experience, not later than **10 August 2024**

Apply here: <https://www.impactpool.org/jobs/1094814>

Kindly note that only applications submitted via the link on [impactpool.org](https://www.impactpool.org) will be considered.

If you have questions regarding the position or the recruitment process, please contact Myra Saade at myra.saade@diakonia.se Please, DO NOT use this email to submit your CV.

Applications and interviews may start before the end of the application period and therefore reviewed on a rolling basis.

The Centre is committed to promoting equality, diversity, and inclusion in the workplace, and strives to be representative of all sections of society. We know that different perspectives, experiences, and competences are key for Diakonia to be a relevant, capable, and successful organisation. The Centre therefore strives to recruit staff with diverse backgrounds and lived experiences.

Important: Diakonia has ZERO tolerance to breaches related to Safeguarding, fraud and corruption.