



TERMS OF REFERENCE

POSITION: Grant Manager

LOCATION: Gorongosa National Park Headquarters, Sofala Province, Mozambique

DEPARTMENT: Program Office – Operations Department

ABOUT THE INSTITUTION

Gorongosa National Park (GNP) was designated as a national park in 1960. During the period of the war for independence, the park lost up to 95% of its large animals. The people living near the Park also suffered. Gorongosa's ecosystems were threatened by poverty. In this context, in 2004, the Government of Mozambique invited the Carr Foundation to enter into a public-private partnership for the restoration of the park. In January 2008, the Government and the Carr Foundation signed a 20-year co-management agreement, since extended to 2043. The Gorongosa Restoration Project (GRP) is responsible for implementing this public-private partnership. GRP envisions a new style of national park, one that cares about nature and people. GRP's goals are to restore the biodiversity and ecosystem of the Park and also use the area as an economic engine for providing income, education and health services to people living in communities nearby.

PROGRAM OFFICE

The Program Office ensures all projects are aligned with the institution's vision, strategy and five-year plan, including specific requirements demanded by each donor. The Program Office is also aligned with and contributes to the objectives of the Long-term Agreement (LTA) between the Government of Mozambique and the Carr Foundation to co-manage the Gorongosa National Park (GNP). Chapter 13 of the LTA speaks to the need to mobilize and include external contributors when financing activities related to the Park's ecological and conservation, human development and infrastructure programs. Mozambique has adopted the UN Sustainable Development Goals. The GRP strategic plan aligns with SDG 17, which encourages partnerships between governments, the private sector and civil society for the success of a global agenda. The Program Office contributes to all these objectives by promoting and strengthening relationships with a diverse network of international and national donors and partners that share the same vision.

KEY AREAS OF WORK

- In liaison with GRP program managers track the use of financial resources and status by program, donor and category (large donors in particular, including USAID, Canada, Ireland, Norway, GEF, EU etc.);
- Draft annual program budgets in liaison with GRP program managers, and the HDD in particular
- Keep the donor fund map updated;
- Draft budget proposals;
- Prepare documentation and administrative papers for donor proposals; and
- Assist the Program Office with daily tasks.

Program Leadership

- Create a thriving team of motivated and hard-working individuals;
- Manage financial reporting deadlines and deliverables with a focus on solutions to challenges;
- Assist with the management and allocation of funds in programs;
- Identify areas for improvement and provide practical recommendations for implementation strategies.

Linkages and Partnerships

- Build strong relationships with all GRP technical departments and the HDD in particular;
- Build strong relationships within the organization to ensure an integrated operation.

REPORTING

The Grant Manager will report to the Grant Manager Coordinator.

REQUIREMENTS

- a) University degree in Business Administration, Economics, Finance or related field;
- b) Extensive experience in tracking program activities according to budgets, with specific emphasis on budget management;
- c) Experience in preparing project and program finance and budget management;
- d) At least five years of work experience in a similar position;
- e) Deep understanding of project cycle and project management;
- f) Experience in organizing documentation and administrative papers for donor proposals;
- g) Experience in preparing annual and multiannual budgets;
- h) In-depth knowledge of quality control and associated best practices;
- i) Experience in Mozambique or, alternatively, in other rural areas of Africa;
- j) Excellent leadership, communication, and organization skills;
- k) Excellent computer skills (Excel and databases);
- l) Willingness and ability to work in a dynamic and changing environment;
- m) Fluency in Portuguese and English (writing, reading and speaking).

Women candidates are strongly encouraged to apply

To apply, please send your CV: programoffice@gorongosa.net