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|  | **JOB PROFILE – SUB-GRANTING SPECIALIST** |
| COUNTRY: | Middle-Est and Nord Africa (MENA area) |
| DUTY STATION: | Florence (Italy) with regular missions to the countries |
| NGO: | OXFAM |
| DEPARTMENT: | Development Cooperation and Humanitarian Aid |
| POSITION: | Sub-Granting Specialist of two projects implemented in the MENA Region |
| CONTRACT:  STARTING DATE: | Temporary Contract  as soon as possible |
| DURATION: 1 year renewable  REPORTING TO: Head of Grant Management Unit  NOTE:  **DEADLINE FOR SUBMISSION: 30th of November 2019** | |
| **HOW TO APPLY** | |

Interested candidates should send their **CV**, the details of **3** people who will serve as **professional** **references** and motivation **letter,** all in **English or French**, before **30th of November 2019** to **selezioni@oxfam.it.**

Please specify in the subject: “**Subgranting Specialist\_*name*\_*surname***”

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| **WHO WE ARE** |

**Oxfam is a global movement of people working together to end the injustice of poverty.**

We tackle the inequality that keeps people poor. Together we save, protect and rebuild lives. When disaster strikes, we help people build better lives for themselves, and for others. We take on issues like land rights, climate change and discrimination against women and we won’t stop until every person on the planet can enjoy life free from poverty.

We are an international confederation of 20 organizations (affiliates) working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 90 countries.

**All our work is led by three core values: Empowerment, Accountability, Inclusiveness.**

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and promoting the welfare of anyone. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

***Note:*** All offers of employment will be subject to satisfactory references and may be subject to appropriate screening checks, which can include criminal records and safeguarding checks.

# DESCRIPTION OF THE PROJECT S

OXFAM is engaged in several regional programmes funded by EU on economic justice, youth engagement and gender justice providing financial assistance to organizations of the civil society and to social enterprises in the MENA Region through sub-granting mechanisms.

# MAIN RESPONSIBILITIES

The candidate will support the design, implementation and supervision of the financial support to third parties Overall, She/he will or support country teams to design the sub granting mechanisms, develop manuals and other tools, review the applications, assisting in the final selection and award as well as support the Oxfam teams in developing specific monitoring tools and in supervising the implementation of the sub grants

In specific terms:

She/he will develop the sub granting guidelines, and manuals and ensure successful implementation of them according to EU standard (i.e Financial Support to Third Parties regulations), Country specific procedures, and legal frameworks.

She/he will support the Oxfam teams in coordinating and implementing the sub-granting mechanisms, providing technical assistance and coaching and ensuring quality implementation and budget performance v/s. expenditures.

She/he support Third parties to adhere to grant award agreements, to successfully implement activities funded under the sub granting agreements and recommend any diversion from the grant award agreement

She/he will review performance of the selected sub-grantees in accordance with EU standard and procedures.

She/he will conduct regular visits monitoring the successful execution of sub grant agreements with the submission of the quarterly progress reports. It includes the review of all the financial & programmatic reports from local partners and ensure that meet the requirements agreed.

# QUALIFICATIONS AND BEHAVIOURAL COMPETENCIES

* Bachelor and Master Degree in relevant field
* Minimum 5 years of relevant work experience in Finance or Program Management in an NGO/INGO in the management of international cooperation projects/programs
* Minimum of 2 years’ experience in sub granting mechanism with Partner’s organization is an essential requirement
* The work experience in the Middle East and North Africa countries is an asset
* Excellent knowledge of EU procedures, i.e. Financial Support to Third Parties regulations
* Excellent written and spoken English. Arabic as an asset;
* Proven skills in verbal and written communication.
* Experience in training and capacity building.
* Strong reporting abilities
* Computer skills in Excel, Power point, World and other Microsoft package
* Good planning and organizational skills, target oriented and problem solving aptitude
* Willing to travel in the field.

**This job description is not incorporated in the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments and following discussion with the post holder.**

# SELECTION PROCESS

CVs will be pre-selected according to their coherence with the required profile. Selected candidates will be contacted for a written test and those who are considered eligible will be called for interviews. In case interviews will be held in Florence, Italy, travel costs on account of candidate. For candidates who are not in Italy the first interview will be conducted through phone or Skype.

**We thank all those who apply, however, only those selected for an interview will be contacted.**

Note: for more information about the organization, please consult our webpage: **www.oxfamitalia.org**