

Peaceful Change initiative

National Grants Officer

Location: Tripoli, Libya

Peaceful Change initiative (PCi) is looking for a Grants Officer to support the implementation of grants scheme throughout Libya.

The National Grants Officer will be based in Tripoli and will be managed by an International Grants Manager based overseas. You will work in close cooperation with staff in PCi's Libya offices in Tripoli and Benghazi.

You will be required to:

- Work closely with the PCi Grants Manager and with key staff from the Tripoli office to ensure smooth implementation of grants scheme in Libya.
- Work closely with PCi's Project Officers in Libya to set up and/or conduct site visits that will assess the technical feasibility of proposed grant initiatives, ensure that selected grant initiatives are conducted in the interest of the target beneficiaries, and ensure the quality of materials used or work conducted.
- Oversee and implement the complete tendering and procurement process for goods purchased under the grants scheme.
- Work with the PCi National Procurement Officer to ensure that grants receive the right material support at the right time, in the right place, and at good value for money to PCi and its donors.
- Provide technical advice to PCi staff in Libya, United Kingdom and Italy concerning the implementation of grants schemes in the country.
- Participate in PCi planning meetings and calls, as necessary, to update management on progress on grants activities in line with agreed action plans.
- Travel to communities across Libya (West, East and South) in order to explain the grants programme, establish relationships with key members of the community for implementing initiatives and understand the context for carrying out practical projects in target communities.
- Maintain ongoing contact with responsible persons in target communities in order to oversee the progress of grants, understand what further accompaniment can be given to grantees in order to assist them with implementation.
- Develop narrative (follow-up and final) and financial reports based on the grants results.
- Carry out post hoc evaluations of grant projects and prepare written reports.

PCi anticipates that you will have to have oversight of about 15 different short- and mid-term grant projects throughout each financial year. This will focus mainly on projects that look to build relations inside communities, support youth and gender-related initiatives, build capacity of Social Peace Partnerships (SPP) within PCi's Social Peace and Local development (SPLD) programme. Your position will require you to ensure that PCi only commits to supporting technically feasible grant-supported initiatives and to ensure an efficient procurement process that manages purchases in a timely and cost-effective manner while adhering to the highest standards of financial documentation and accountability. To accomplish this you will work extremely closely with the

International Grants Manager and maintain regular contact with PCi staff in Tripoli.

You will report to PCi's International Grants Manager and PCi Libya Deputy Country Manager and will be supported in your work by the following team:

Key relationships:

- PCi Libya Projects Coordinator – Line manager responsible for overseeing action plan for announcing grants, receiving proposals, finalising projects and ensuring follow up, monitoring and evaluation.
- PCi Libya Procurement Officer (Tripoli) – Provides technical input on feasibility of grants initiatives and carries out all procedures related to contracting with grantees, assessing technical needs, carrying out market research, maintaining contact with suppliers and managing procurement for grants.
- Libya Operations Officer (Tripoli) – Organisation of logistics for travel inside in Libya and to international meetings, as required.
- Libya Project Officers (responsible for separate regions of Libya) – Consultation concerning specific project activities in communities across Libya and assistance, as required, with logistics and contacts in communities.

While the majority of the work in Libya will be conducted in Arabic, high standard of written and spoken English is a requirement.

The contract will begin in May 2021, for a minimum of 6 months; to be extended based on development of the programme. The position salary will be in a range of 1,000 USD to 1,400 USD per month (gross), dependent on experience.

Email your CV with a short covering letter explaining your interest in the position of National Grants Officer to recruitment.libya@peacefulchange.org

We will need to fill this position urgently and would love to hear from you. Even if you are not sure if you are qualified, send us your CV so we can make the decision.

Terms of Reference

TITLE: National Grants Officer – Libya

BASED IN: Tripoli, Libya

ABOUT PCI: The Peaceful Change initiative works in different parts of the world supporting peacebuilding and conflict transformation. PCI works to break cycles of violent conflict and build the institutions and relationships that support long-term peace. Our values are based on Integrity, Resilience, Compassion, Inclusivity, Innovation. We believe that our work must make a real difference to the lives of people and communities affected by violent conflict. You can find more information about PCI and its work worldwide by visiting our website: <https://peacefulchange.org/>

ROLES AND RESPONSIBILITIES

Supporting grants scheme in Libya:

- Support grants implementation in every stage of grants scheme: application, procurement, implementation, reporting, evaluation.
- Work closely on daily basis with SPPs and other grantees responsible for grants implementation on the ground, to monitor the implementation of grants.
- Ensure timely reporting of grant results preparing narrative and financial reports.
- Oversee the approval of and reporting on each grant in Libya.
- Prepare all required paperwork for the procurement of goods and services.
- Support the design of the criteria for calls for proposals in the Libya programme.
- Provide support to PCI staff, and in particular the Libya office regarding setting up grant agreements.

Oversee and conduct technical site visits in Libya

- Conduct appropriate training in order to prepare staff and partners in Libya to implement grants.
- Implement monitoring and evaluation of delivery of the grants, with a strong focus on assessing the impact on Social Peace dynamics locally and nationally.
- Support the delivery of other project activities, where appropriate (for example, training of trainers, Peacebuilding Network meetings, etc.) and especially in the event of an expansion of PCI's programme regionally.

PERSON SPECIFICATION

- At least 3 years proven experience in working on grants schemes, preferably in conflict or politically complex environments.
- Experience developing monitoring plans and strategies for increasing the capacity of grant

recipients.

- Proven experience in grants management (planning, implementation, financial reporting, and monitoring and evaluation).
- Proven experience in working effectively in a small team.
- Strong interpersonal and networking skills with the ability to build effective relationships with others.
- Flexibility and patience.
- Ability to put yourself into others' shoes and think from their point of view is essential.
- Ability to communicate effectively, both orally and in writing in English language.
- Must exhibit a flexible work attitude: the ability to work productively in a team environment the ability to meet unexpected demands.
- Must work well under pressure in a fast-paced, dynamic environment.
- Able to support and respond to the needs of the field.
- Knowledge of Microsoft Office, with strong skills in Excel.