



Grants Compliance Officer Job description

Job Title	Grants Compliance Officer
Classification Level	3
Organization	ICVA
Location	Global
Immediate Supervisor	Chief Operating Officer

There is a preference for the Grants Compliance Officer to be based in one of our offices: Geneva, Dakar, Amman, Nairobi, or Bangkok.

I. About ICVA

Established in 1962, the International Council of Voluntary Agencies (ICVA) comprises a worldwide network of more than 160 non-governmental organizations (NGOs) engaged in activities across 160 countries. Operating at global, regional, national, and local tiers, ICVA is dedicated to enhancing the principled and effective nature of humanitarian action. Through collaborative and independent efforts, the organization strives to influence policies and practices, fostering a collective impact on the humanitarian landscape.

The ICVA 2030 Strategy adopted by the ICVA's General Assembly in 2021 sets the framework for the direction and focus of ICVA's work from 2022-2030, as we evolve and transform our network. Rooting us more deeply in our mission of principled and effective humanitarian action, this strategy sets our collective values, our ways of working and our aspirational transformations.

We work on focus areas (Forced Migration, Humanitarian Coordination and Humanitarian Financing) to best serve our members and the sector as a whole.

ICVA's distinctive strengths are embedded in our operational methodologies, which encompass analysis and explanation, convening, connecting, influencing and advocating, supporting, and collaborating. With a historical foundation in Geneva, the ICVA Secretariat extends its reach across Africa, Asia, Latin America, and the Middle East and North Africa (MENA) regions.

II. Position background

The Grants compliance officer is a support role based in the operations department. The role is there to support the operations team with monitoring of deadlines, compliance with donor requirements and to support the project implementation team with reporting compliance.

The Grants compliance officer role is a cross cutting position working closely with MEL, Finance and project implementors.

III. Job purpose

The Grants compliance officer is essential support to the delivery of quality programmes and compliance with donor requirements.

IV. Main duties and responsibilities

- Develop and maintain overview of all grants, donor requirements, rules and regulations, and internal and external deadlines, including filing of grant documents (including through the grants databases-donor dependent);
- Coordinate the development of donor applications and reports, as well as ensuring donor compliance and quality control;



- Contribute to the development and revision of funding proposals, budgets, and donor reports;
- Stay updated on donor priorities and track and share relevant calls for proposals;
- Document, analyse, and share learning from proposal and reporting process, and compliance with donor rules and regulations;
- Contribute to continuously improving internal grant management systems;
- Assist in monitoring expenditure against budgets and support financial reporting;
- Provide an internal helpdesk on donor related issues, including organize and deliver trainings in donor rules and regulations, as well as proposal and report writing;
- Coordinate the development and distribution of compliance documents (branding compliance, work plan templates);
- Support external donor audits.

V. Skills and experience

Skills required for this position:

- Between 3-5 years of experience in donor compliance and project management
- Experience working with humanitarian and development donors
- Good understanding of donor rules and regulations
- Skills and experience in report and proposal writing
- Strong communication, coordination, and interpersonal skills
- Strong analytical skills (data and financial)
- Ability to create compelling reports, including the use of data visuals
- Excellent written and oral communication skills in English
- Above average computer skills
- Strong attention to details
- Well organized individual

Desirable:

- Familiarity with risk management concepts and tools
- French, Spanish, Arabic an added advantage

ICVA is committed to promoting equity and equality, valuing diversity and creating an inclusive environment. All qualified candidates are encouraged to apply.

ICVA's selection process includes rigorous background checks and reflects our organisational integrity and commitment to make humanitarian action more principled and effective.

Applications, including a cover letter, CV or resume should be sent by email to Recruitment5@icvanetwork.org.