Role Profile

Grants officer - Pakistan Youth Leadership Initiative (PYLI), Pakistan

DEADLINE: 5 June 2023 (10 pm Pakistan time)

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| Role information | |  | |  |
| Role type | **Pay band:** | | **Duration** | |
| Business, Partnership and Programme Development | **Grade 4 / H** | | **3 Years(Consultancy Contract); Start date 1 July 2023.**  **Location: Karachi or Islamabad** | |
| How to apply | | | | |
| **Open Call will be initiated.**  **Submission guidelines:**   * Email subject: Application for ‘Post title’ * KINDLY SHARE YOUR CVS ALONG WITH COVER LETTERS ON THE FOLLOWING ADDRESS: [Iftikhar.ahmed@britishcouncil.org.pk](mailto:Iftikhar.ahmed@britishcouncil.org.pk) . * Separate emails to each posts (if more than one application by one person) * Applicants failing to comply with the above mentioned guidelines will not be considered * Shortlisted candidates will be called for interviews | | | | |
| Role purpose | | | | |
| Grants Officer will support the finance and project managers, in providing financial support, record keeping and ensuring that all financial processes are compliant to British Council and ROTA policies. | | | | |
| Role context | | | | |
| “Pakistan Youth Leadership Initiative” (PYLI) is a three-year project led by British Council Pakistan will be implemented in Pakistan in partnership with Government of Pakistan’s Youth Development Programme, local CSOs and public universities. The project is co-funded by Education Above All Foundation’s programme “Reach Out to Asia” under their “Global Citizenship Education (GCED) for Climate Action” initiative. The project will be implemented in KP, Balochistan, Sindh and Punjab.  Project Objective: Young women and men in Pakistan are aware of social and ethical values, and respectful of diversity by taking inclusive and responsible actions to influence local, national, and global sustainable development agenda on climate action.  Outcomes:  Outcome 1: 80 public universities and 30 CSOs in Pakistan have increased capacity on implementing digital and global citizenship education and climate change education offers for young women and men.  Outcome 2: Young women and men in Pakistan demonstrate increased knowledge, skills and awareness of digital and global citizenship, have increased digital literacy and demonstrate leadership skills  Outcome 3: Young women and men in Pakistan have a better understanding of climate change as a global challenge affecting their country and the world  Outcome 4: Young women and men develop cross cultural connections and networks in Pakistan and internationally to deliver youth lead climate actions for the benefit of their communities and advocacy for agenda setting at national and international levels. | | | | |
| Main accountabilities | | | | |
| ROLES AND RESPONSIBILITIES   * Interpret and follow British Council and ROTA project procedures (project, financial and risk reporting) to ensure compliance with all systems and standards * Maintain records of financial data for the project team and ensure that data is easily accessible and recorded appropriately for audit purposes * Ensure compliance of British Council and ROTA requirements of financial processes, procedures and controls * Prepare contracts for sub-grantees and share with the project team for reviews * Support the Finanace Manager in the administration of grants * Support the Finance Manager in identifying risks * Support the Finance Manager in closing of grants and reporting on achievement of project milestones * Answer queries from sub-grantees with regards to policies and procedures and support the Finance Manager in the capacity building of sub-grantees * Support in the assessment of potential sub-grantees * Ensure accurate and timely monthly (re)forecasting is in place, by running regular reports in the SAP system on actuals, monitoring outstanding purchase orders, reviewing commitments, analysing and commenting on reasons for variances to plan and recommending corrective actions. * Compliance to British Council and ROTA financial policies and procedures.   Relationship & Stakeholder management   * Has relationships with implementing partners, universities (GYM Clubs) and stakeholders within country for financial management and reporting. * Holds suppliers to account for delivering against contract. * Build strong internal relationships and networks   Safeguarding:   * Complete Introduction of Safeguarding e-learning courses (Mandatory e-learning course) * Due diligence for Safeguarding are conducted for implementing partners. * Ensure that the implementing partners and strategic partners understand the safeguarding code of conduct and comply with the safeguarding standards related to children /adult when conducting British Council activities * Ensure protection of data related to children and adult * Ensure strict application of safeguarding in planning, implementation and monitoring of ROTA implementing partners * Escalate Safeguarding issue to the ROTA safeguarding focal person and head, Pakistan | | | | |
| Condition of employment | | | | |
| Proof of Identity requirements/right to work in country  Candidates are expected to have researched whether they have the right to live and work in the country in which the role is based. Given that our offices have different legal status depending on the work we do in those countries, we recommend that you contact HR in country for additional information on the likelihood of securing a visa. Only at its discretion will the British Council provide support so please check first whether visa support is offered. | | | | Shortlisting |
| Language Requirements | | | | **Assessment stage** |
| C1 English | | | | Shortlisting |
| Additional job requirements | | | |  |
| Role could require some domestic and international travel as required by the programme and some out of hours and evening work responding to or driven by programme/portfolio needs | | | |  |
| Person specification | | | | |
| Qualifications | | | |  |
| Minimum/essential | | **Desirable** | | **Assessment stage** |
|  | | Foundation level Project Management certificate | | Shortlisting |
| Bachelors/ Masters in relevant field | | at least 2 years of relevant work experience, and specific expertise in grant support. | | Shortlisting |
| Role specific knowledge and experience | | | |  |
| Minimum/essential | | **Desirable** | | **Assessment stage** |
| * Experience of managing projects from start to finish and familiarity with project life-cycles. * Understanding of procurement, evaluation and reporting requirements of projects. * Proven experience of managing project finances. * Experience of managing stakeholders * Project management qualification desirable. * More than 2 years working in project or programme management. * Experience of using technology n project delivery. * Good understanding and experience of supporting monitoring and evaluation. | |  | | Shortlisting AND/OR interview |
| Role specific skills | | | | **Assessment stage** |
| *Refer to function/job family skills framework where applicable* | | | | Shortlisting AND /OR interview |
| British Council core skills | | | | **Assessment stage** |
| * Finance and resources 2 * Managing projects 1 * Communicating and Influencing 1 * Managing risk 1 * Account and Partnership management 1 * Planning and organising 1 | | | | Shortlisting AND /OR interview |
| British Council values and behaviours | | | | **Assessment stage** |
| British council values and behaviours are applicable across our organisation, in all roles and at all levels. They are important because they say what we stand for at the British Council and help us to deliver our strategy. We use them to guide our decision making, as well as guiding how we treat one another and the people we work with. These will be assessed in the selection process. Our values are:  Open and Committed; Expert and Inclusive; Optimistic and Bold.  The behaviours for each values pair can be found on our [Intranet SharePoint site](https://britishcouncil.sharepoint.com/about-us/Values/Pages/How-we-behave-says-who-we-are.aspx) for internal staff and at our Careers portal for external applicants. | | | | Shortlisting AND /OR interview |
| For Recruiter / Hiring Manager use only | | | |  |
| Background Checks  Initial and continuing employment with the British Council is subject to an annual background check. The job undertaken defines the nature of check(s) and assessment applied, please identify the one screening category considered relevant for this job: | | | | Offer |
| * Senior Manager (PB9/SMP and all head of function/business area, Director or Country Director jobs at PB7/8). | | | | Yes/No |
| * Finance (directly managing expenditure or revenue of or more than £1 million e.g. payroll, procurement, accountancy/controller). | | | | Yes/No |
| * Regulated for child safeguarding (The job is considered regulated if the role holder has frequent (minimum of once a week) or intensive (more than 4 days in one month) occurs in a place giving access to children (e.g. School) or is the line manager of others undertaking regulated activity) | | | | Yes/No |
| * Standard Screening (If none of the above categories apply then the role is subject to standard screening) | | | | Yes/No |
| Role Profile completed by | | | | **Date** |
| Name: Iftikhar Ahmed | | | |  |