



P.O. Box. 6252 Kigali, Rwanda – Tel: (+250) 0788309583
Toll free: 2641 (to report cases of corruption) – Email: info@tirwanda.org
Website: www.tirwanda.org

Job Title: Grant manager

1. Background

Transparency International Rwanda (TI-RW) is a non-profit organization committed to fighting corruption and promoting good governance through enhancing integrity in Rwandan society. In partnership with the Partnership for Transparency Fund (PTF) - Europe, the consortium has secured funds from the European Union (EU) to implement a 36-months project titled "Alliances and Partnerships for Evidence led Environmental and Social Safeguarding Accountability (APESA)", known in Kinyarwanda as "Ijwi Ryanjye mu Iterambere Rirambye" – INTERA.

APESA aims to improve accountability in environmental and social safeguarding across public infrastructure development projects in Rwanda. It prioritizes citizen engagement, the strengthening of environmental and social justice services. The action will be implemented in collaboration of other 6 CBOs and across 13 districts in Rwanda.

2. Job Purpose:

Under direct supervision of the Head of Finance and Administration, the **Grant manager** will be responsible for ensuring that TI-RW, its consortium partner (PTF-Europe) and the sub-grantees adhere to EU regulations and financial controls across the project. This position ensures financial integrity through proper management of grant, timely reporting, compliance monitoring, and effective financial control systems, while supporting the program teams in the efficient and compliant implementation of project.

3. Key Responsibilities:

3.1. Donor Compliance and Grant Management:

- **Ensure Compliance:** Monitor and ensure compliance with EU and TI-RW agreement, internal rules and regulations, and other requirements throughout the project lifecycle.
- **Contract Review:** Review grant agreement, consortium agreement and sub-grants with downstream partners to identify financial and compliance requirements.

A handwritten signature in blue ink, located in the bottom right corner of the page. The signature is stylized and appears to be a combination of letters and a flourish.

- **Monitoring and Evaluation:** Track grant spending to ensure that expenses are within budget and compliant with donor restrictions.
- **Grant Closeout:** Manage the financial closeout process, ensuring all financial obligations are met, and required documentation is submitted to donor.

3.2. Financial Control and Reporting:

- **Financial Integrity:** Develop and implement financial control systems to ensure accuracy and transparency in financial reporting.
- **Internal Financial Reporting:** Provide regular updates and reports to the Director of Finance and Administration and program team on grant expenditure, variances, and compliance issues.
- **Reconciliation:** Conduct regular reconciliations of grant expenditure to ensure accuracy between financial records and donor reporting requirements.
- **Monitoring visits:** Conducting periodic financial monitoring visit of sub grantees (CBOs).
- **Cash Flow Management:** Manage cash flow to ensure that project activities are adequately funded and resources are allocated efficiently.

3.3. Audit and Risk Management:

- **Audit Preparation:** Prepare financial documentation and reports for internal and external audits, ensuring compliance with donor and legal requirements.
- **Procurement:** Oversees if the project procurement is in line with the project guidelines.
- **Risk Mitigation:** Identify financial risks within grant and implement measures to minimize potential financial and compliance risks.
- **Follow-up on Audits:** Address audit findings related to financial management and implement recommended corrective actions promptly.

3.4. Collaboration and Communication:

- **Cross-functional Coordination:** Collaborate with program teams to ensure that grant implementation aligns with financial management practices and donor regulations.
- **External- Communication:** Serve as a point of contact for financial inquiries from sub grantees (CBOs), ensuring effective communication and timely resolution of issues.

3.5. Budgeting and Financial Planning:

- **Budget Monitoring:** Monitor project budgets regularly, identify variances, and work with program teams to address them.

4. Required Qualifications:

- **Education:** Bachelor's Degree in Finance, Accounting, Business Administration, or a related field. Having a professional accounting certification (CPA, ACCA, etc.) is added advantage.
- **Experience:** At least 5 years of experience in Auditing, financial management, with a specific focus on grants management, donor compliance, and financial control within NGOs or similar organizations.

- **Knowledge:** In-depth understanding of donor regulations and compliance requirements (e.g., EU.).
- **Skills:** Proficiency in accounting software and advanced skills in Microsoft Excel.
- **Competencies:** Strong analytical and problem-solving skills, attention to detail, and the ability to work independently.
- **Interpersonal Skills:** Strong communication and interpersonal skills to effectively collaborate with donors, partners, and internal teams.

5. Key Competencies:

- **Grant and Financial Compliance:** Through understanding of donor requirements and compliance management.
- **Financial Accuracy:** Proven ability to ensure accuracy in financial reporting and documentation.
- **Timeliness:** Strong time management skills to ensure timely submission of reports and payments.
- **Capacity Building:** Ability to train and build the capacity of finance and non-finance staff on donor compliance and financial management.
- **Audit and Risk Management:** Experience in preparing for and managing financial audits and mitigating financial risks.

6. Work Environment:

The Grant Manager will work in a dynamic environment, the position will involve some travel to project sites for financial monitoring, training, and audits.

7. How to Apply

Interested candidates are invited to submit the following documents:

- Motivation letter addressed to the Executive Director of Transparency International Rwanda.
 - Detailed CV including three professional referees, relevant academic and professional certificates.
 - Deadline for submission is 14th August 2025 at 5:00PM. Late applications will not be considered.
- The requested documents should be submitted either physically at TI-Rwanda Head office located in Remera, near Grand Legacy Hotel, or through TI-RW's email address info@tirwanda.org. With the subject line: "Application for Grant manager – APESA Project". Only shortlisted candidate will be invited for exam. For further clarifications, do not hesitate to contact on +250788309583 during working hours.

Done in Kigali, on 30th /07/2025

Apollinaire Mupiganyu
Executive Director

