

## JOB DESCRIPTION

### Work title: Grants Officer (IPHR Tbilisi office)

IPHR is recruiting a Grants Officer to ensure the management of projects undertaken together with implementing Partners of IPHR. The position is based in Tbilisi, Georgia with the possibility to work remotely. Interested candidates are invited to apply by sending a CV together with a cover letter and the names of two referees by **June 7** to the attention of:

#### **Recruiting committee Grants Officer**

*olga@iphronline.org*

#### **About IPHR:**

International Partnership for Human Rights (IPHR) is an independent, non-governmental organization founded in 2008. Based in Brussels, IPHR works closely together with civil society groups from different countries to raise human rights concerns at the international level and promote respect for the rights of vulnerable communities.

#### **Our mission:**

IPHR is committed to promoting human rights worldwide. It acts to empower local civil society groups who are working to advance the protection of human rights in their respective countries and assists them with raising human rights concerns at the international level. In cooperation with partner organizations, IPHR advocates on behalf of individuals and communities who are among those most vulnerable to discrimination, injustice and human rights violations.

#### **Our core values:**

*Partnership:* Building partnerships is a cornerstone of our work. In our cooperation with local human rights groups, we always strive to establish partnerships that are based on equality and mutual respect.

*Responsiveness:* We are responsive to the needs of our local partner organizations and work to support them to address pressing human rights concerns and reach out to the international community.

*Commitment:* We are driven by a strong commitment to promoting human rights and advancing the mission of our organization to the benefit of individuals and communities in our target countries.

*Integrity:* We carry out our mandate in an independent and impartial way, take responsibility for our work, and demonstrate accountability to our donors, partners and others with whom we cooperate.

**Role:**

As a Grants Officer, you will be responsible for supporting IPHR's Team and Partners in fulfilling contractual obligations under grant agreements, including regular communication with Partners and the IPHR team, ensuring the timely submission of reports, and checking financial reports for consistency with approved budgets.

**Reporting:**

The Grants Officer will work closely with and report to IPHR's Financial Officer and Financial Manager while providing support and guidance on matters related to the implementation of partnership and related agreements to the whole team.

**Responsibilities:**

1. Managing the full grant cycle, incl. preparation of partnership and related agreements and necessary annexes, documents and templates;
2. Checking partners' scope of work and budgets for consistency with overall programme goals and objectives, alignment with set requirements;
3. Following-up on reporting deadlines;
4. Reviewing financial reports for the consistency with budget and accounting principles;
5. Ensuring timely submission of the reports and compliance with donor's requirements
6. Verifying supporting documentation;
7. Participating in the review of programmatic and financial reports by partners and other stakeholders, together with the relevant Project Officer and the Financial Officer;
8. Together with the Financial Officer, providing necessary advice and support on financial reporting to partners and other stakeholders;
9. Facilitating regular communication and maintaining cooperative partnerships between IPHR and our partners and stakeholders;
10. Providing financial information for presentation in IPHR's annual report
11. Performing other relevant duties, as required.

**Qualifications required:**

1. A university degree in Accounting, Audit and/or Business Administration;

2. Fluency in English and Russian languages;
3. Work experience in grant administration, financial management, accounting in the field of human rights;
4. A high level of integrity and ability to work as part of a professional team;
5. An ability to work to tight deadlines;
6. Good communication and interpersonal skills;
7. A supportive personnel management style.