

# Grants Manager For Gender Links



**GENDER LINKS**  
FOR EQUALITY AND JUSTICE

## Candidate Pack November 2018

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# Who we are

Gender Links (GL) is a leading Southern African Women's Rights Organisation whose work has been widely acclaimed across the continent. Two times winner of the *Mail and Guardian* "Investing in the Future Award", GL has also received **Top Women, Drivers of Change** and **African Union** awards for its outstanding contribution to advancing women's rights in this sub-region.

Formed in **March 2001**, GL is headquartered in Johannesburg, South Africa, with offices in ten Southern African Development Community (SADC) countries, including a Lusophone base in Mozambique and Francophone base in Madagascar.

Described in an evaluation as a "small organisation with a large footprint," GL has a web of close to 600 partners, with whom it works to promote gender equality.

At the policy level, GL coordinates the **Southern African Gender Protocol Alliance** that campaigned for the adoption of this unique instrument in 2008. Originally aligned to the Millennium Development Goals, the Protocol brings together global and international commitments to gender equality. In 2016, the Protocol was aligned to the **Sustainable Development Goals**. GL and 25 partners produce an annual **Barometer** tracking progress towards attaining gender equality in SADC.

In its **gender and governance** programme GL spearheads the 50/50 campaign in the region. GL has played a key role in putting **gender on the local government agenda** in ten SADC countries through 432 councils that have joined the **Centres of Excellence for Gender in Local Government**. This includes gender responsive budgeting and service delivery, with new areas like Sexual and Reproductive Health and Rights as well as Climate Change enriching this model. The councils cover a population of 40 million people or 34% of the population in the ten countries where they are found.

Pioneering work on the Sixteen Days of Activism campaign in the **gender justice programme** has expanded to include 365 day action plans to end gender violence. GL has pioneered a way of **measuring gender violence** tested in seven SADC countries, and used to strengthen 365 day National and Local Action Plans for Ending Gender Violence.

GL has worked with **1300 survivors of gender violence to reclaim their lives through entrepreneurship training** linked to local economic development. The programme is anchored by councils that provide support, mentorship, access to finance and infrastructure. An assessment of the pilot phase of this project in 2015 showed that 91% completed a business plan and 79% followed through on the plan. The overall increase in income in 2015 as a result of the project is over \$1 million; a 66% increase. 59% added new products and 54% found new markets; 48% indicated starting a new business and 29% increased the size of their business; 41% opened a bank account and 35% increased email usage. 85% of participants said they now experience less or much less GBV. Rebranded the **Sunrise Campaign** because of the fresh start and new hope that this has given participants, GL has mounted a global campaign to raise funds for sustainable solutions to GBV that change lives and deliver agency.

In the first fifteen years GL reached over 120,000 direct beneficiaries. In an analysis of the **Drivers of Change**, 65% of women said they had become more aware of their rights; an even higher percentage (73%) said they now had greater confidence; 52% said they could claim their rights and 49% had improved their self-image.

As founding chair of the Global Alliance on Gender and the Media (GAMAG) GL is a global and regional **thought leader on gender and the media**. GL works with **108 Centres of Excellence for Gender in the Media**, including twelve public broadcasters and 11 media training institutions that have opted to become **Centres of Excellence for Gender in Media Education**. GL's **Gender and Media Progress Study (GMPS)** conducted every three years is the most extensive such study undertaken in any region of the world providing a wealth of data for advocacy and action planning as well as sharing through the **Gender and Media Diversity Centre (GMDC)**. GL has a growing social media footprint on facebook, twitter, you tube and Instagram, as well as a comprehensive website with 627,718 page views in 2015.

# Role Description

**JOB TITLE:** Grants Manager

**LOCATION:** Johannesburg, South Africa

The post is based in Johannesburg and requires flexibility to travel within different provinces in South Africa.

**SALARY:** A highly competitive remuneration package with a performance-linked 13th cheque will be offered, commensurate with the skills and experience of the successful candidate. The offer will be subject to three months' probation.

**JOB PURPOSE:** The Grants Manager is responsible for managing a sub-granting programme to women's rights organisations in South Africa on behalf of a funder. In all, he/she has the ability to draw up grant calls, conduct preliminary assessment of grant proposals, support appraisal process by an independent committee; contract grantees; support implementation and ensure timely and thorough compliance and grant reporting. The organisation's proposed organisational chart is at pages 6 and 7.

**REPORTING LINES:** Reports to the Gender Services and Training Manager.

**CONTRACT PERIOD:** The post is for a period of five years, with scope for growth and promotion, and is linked to the organisation's performance management system. GL is committed to mentoring and developing the next generation of leaders of the women's movement.

**KEY RESPONSIBILITIES:** Reporting to the GL Services and Training Manager, and working closely with the Chief Executive Officer, tasks include:

- Managing and supporting the grantees selection process, including research on criteria setting, selection process, oversight and management throughout grant cycles.
- Perform relevant research to identify available grant opportunities and evaluate the results.
- Identify and develop strategies to optimise the grants administration process.
- Direct involvement in grant writing by coordinating with grant seeking organisations' writers or coordinators.
- Oversee if the grants are implemented according to the operational and financial needs of the grantees.
- Supervise grantee organisations to ensure proper coordination of work, which is aligned to the proposals submitted.
- Keep grantees informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities.
- Oversee the job of invoicing, accounting, reporting, and other administrative functions to ensure successful execution of grant processes.
- Prepare financial or budget plans and allocation along with the planning and finance department in accordance with each individual grantee.
- Analyse the budget trends and make recommendations for cost control and reduction for various grants.
- Provide detailed reports to the funders and the Project Steering Committee with respect to the organisation's progress on the project.
- Monitor paperwork and other related documents connected with grant-funded programmes.
- Check and provide oversight of records of all payments and receivables and prepare monthly records for all grant related activities.
- Provide training to the grantees on grants management and reporting requirements
- Ensuring total compliance with Gender Links' zero tolerance for corruption policy.

# Person Specification

## Required Qualifications

- Postgraduate degree in Humanitarian Science or Business Administration.
- Relevant professional project management qualification will be an advantage.
- A valid driver's licence.

## Experience

- At least seven years of professional experience with three of these in NGO environment. Prior experience of managing a grant portfolio.
- Experience in project management with proven experience in managing and supervising advocacy projects.
- Experience with basic financial management skills including developing and monitoring budgets and financial reporting.
- Proficient in using computers with related knowledge of software programs and Internet.
- Experience in working within a team providing support to the support staff.

## Skills

- Strong strategic, conceptual and operational skills are required.
- Excellent verbal, analytical, writing and editing skills, including public presentation are required.
- A multi-tasker with strong ability to work under pressure.
- Ability to perform in a cross-functional team approach and job responsibilities.
- Strong skills in teamwork and facilitation.
- Excellent interpersonal and presentation skills.
- Good understanding of the organisation's overall business and its objectives.
- Strong knowledge of planning and strategising financial and budgeting issues.
- Research, advocacy and training skills;
- Proven financial, fund raising and report writing skills;
- Facility with IT and its strategic applications in research and advocacy.
- Excellent organisational skills and attention to detail.

## Personal Qualities

- Committed to equality - and especially gender equality.
- Persuasive, dynamic, determined and strategic.
- Able to travel.

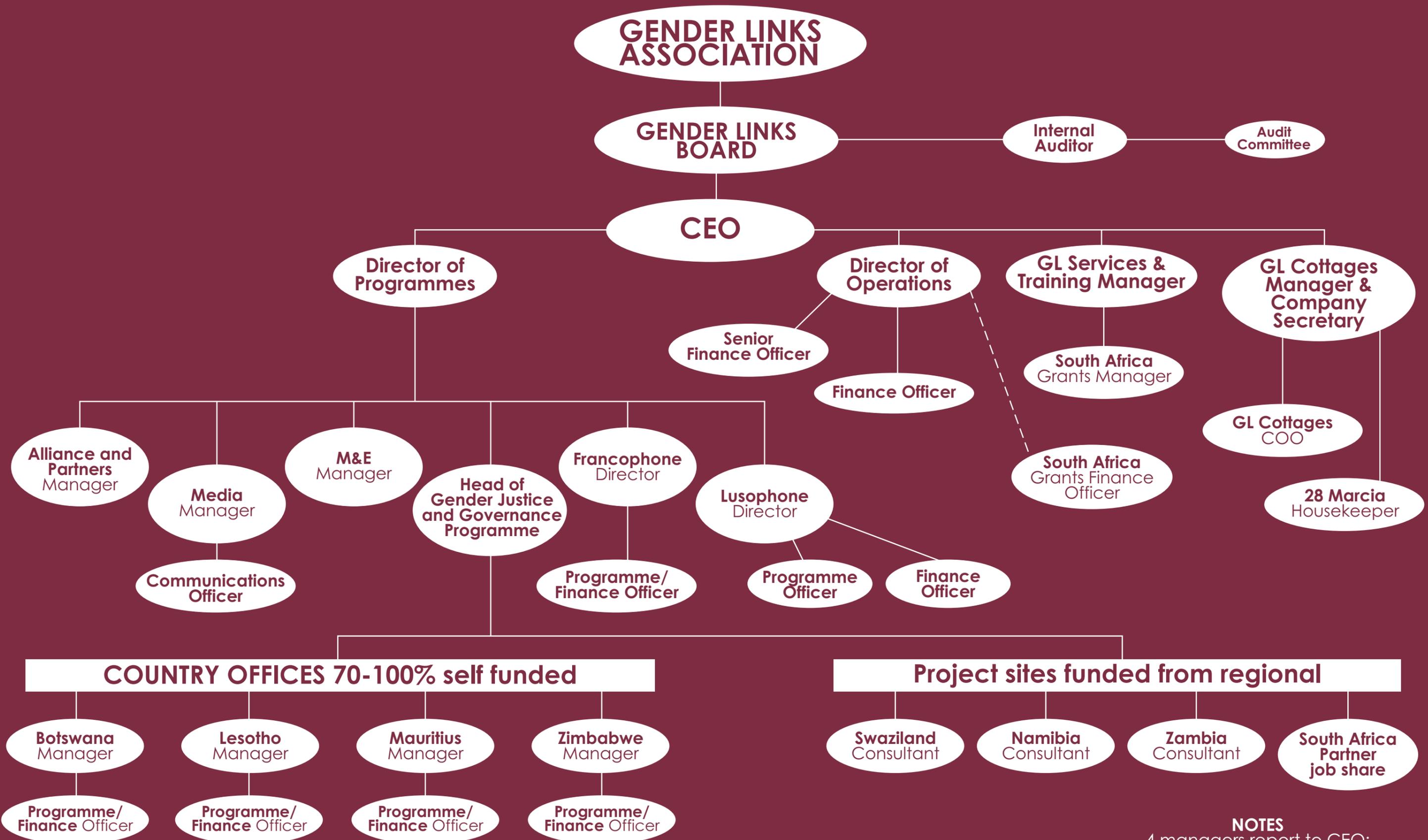
## Key Requirement

Candidates should be South African. Facility with South African languages other than English will be an advantage.

## Equality Statement

Equality and diversity is at the core of Gender Links values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

# PROPOSED GENDER LINKS ORGANISATIONAL CHART 2019



**NOTES**  
 4 managers report to CEO;  
 6 managers report to DoP; 4 managers  
 and 4 consultants/partners report to HoG

# How to Apply

Using the online platform at the following link

<https://genderlinks.orangehrmlive.com/recruitmentApply/11/view>

Interested candidates should:

- Submit their CV - An up-to-date curriculum vitae (of no more than 3-4 sides of A4);
- References with the relevant contact information;
- Letter of motivation - a detailed statement (of no more than 2-sides of A4) explaining why you are interested in this post and how your skills and experience make you suitable.
- A piece of written work that you have authored recently - a report, a proposal, etc.

For more information on GL go to [www.genderlinks.org.za](http://www.genderlinks.org.za)

## Closing Date

Applications are welcome until the deadline of **Close of Business, Friday 7<sup>th</sup> of December 2018 (at midnight GMT)**.

## Next Steps

Only shortlisted candidates will be contacted for interviews in late January. These will involve a presentation, assessment exercise and budget exercise. The successful candidate will be expected to start as soon as possible and preferably by 1 March 2019.

*GL reserves the right to re-advertise, should a suitable candidate not be found.*

