



Job Opportunity

Posted: October 17, 2017

Doctors of the World USA (DotW) is seeking a Grants Officer to work on project compliance on a full time basis (part-time or consultancy will be considered). The focus is specifically, but not solely, on USAID/OFDA and other USG agency grants, such as BPRM.

About Doctors of the World USA

Doctors of the World is the US chapter of Médecins du Monde (Mdm), an international humanitarian organization that provides emergency and long-term medical care to vulnerable people, while fighting for equal access to healthcare worldwide. DotW has a small portfolio of OFDA grants, which has grown quickly in a short period of time. We intend to keep a pipeline of concept notes and proposals for future grants.

Doctors of the World values healthcare as a fundamental right and is committed to improving access to quality medical services for communities affected by poverty, disease, conflict, natural disasters or health disparities. DotW provides medical care under all circumstances, regardless of gender, race, ethnicity, religion, age or political beliefs. Standing up against discrimination, DotW bears witness to health inequity worldwide.

Our Principles:

1. Affirming access to healthcare as a human right
2. Providing direct access to quality health services
3. Working with local partners to ensure sustainability and effectiveness
4. Fighting for those excluded from care
5. Exposing barriers to healthcare through data collection and testimonies

Position Summary:

The Grants Officer will work directly with the development unit of DotW in New York and will act as a lead compliance advisor on USG-funded projects. The Grants Officer will oversee projects end-to-end, from concept note, proposal development, to grant implementation, to interim and final reporting. This will include writing/editing significant proposal sections in collaboration with program and field teams, ensuring appropriate technical and country input, ensuring all required annexes are completed, and managing the review and revision process. In addition, the Grants Officer will advise on all compliance requirements and management of grants after implementation.

Essential Position Responsibilities:

Scope of Work will vary according to specific funding opportunities, but will likely include:

- Manage the drafting and review process for technical narratives, in conjunction with program field staff.

- Write significant proposal sections as agreed with the team.
- Organize review and revision process, including circulating drafts, providing clear instructions for reviewers, and incorporating feedback.
- Work with finance staff to develop proposal budgets and budget narratives.
- Work with program and other staff to develop logical frameworks and incorporate monitoring and evaluation systems and practices into proposal and program design.
- Work with team to update narratives in response to changes in design, budget.
- Train field-based teams and partners on USG compliance as stipulated in USG agreements.
- Manage donor reporting (quarterly for finance, semi-annually for program, milestones) in collaboration with field-based teams and partners.
- Manage US-based donor relationships and correspondence.
- Review monthly finance reports (internal & partner), prepare transfer schedules.
- Draft partner MOUs.

Required Knowledge and Experience:

- In-depth and up-to-date knowledge of USAID Rules & Regulations and Financial Management for Grants and Cooperative Agreements is a key requirement for this position.
- Experience working with OFDA, USAID, US Department of State BPRM and other US agencies in humanitarian and emergency settings.
- Significant experience in coordinating the proposal development process for USG funding and intimate understanding of the contents of a proposal package.
- Understanding of basic financial accounting and the USG financial reporting systems.
- Experience in developing training materials and implementing trainings.
- Experience and successful track record working with teams on implementation, management and reporting for USAID grants.
- Exceptional writing skills.
- Extensive experience working with program budgets, results frameworks, and Design, Monitoring & Evaluation systems.
- Languages: Fluent spoken and written English required; working knowledge of or fluency in French is highly desired.
- Understanding how to research funding opportunities.
- Expertise with Mdm's priority program themes and developing world contexts. Mdm's key sectors include: Sexual and Reproductive Health; HIV/AIDS and Harm Reduction; Emergency response; and Migrant & Refugee Populations. Mdm manages more than 400 programs in 80 countries.

The Grants Officer must have a demonstrated ability to work across geographic and thematically dispersed program and technical teams, including finance and other technical staff. Some international travel will be involved.

Job location

New York, NY, USA

Position type

Full-time, will consider part-time or consulting, telecommuting is possible.

Availability

Immediate

To apply: Please send a resume and cover letter to jobs@doctorsoftheworld.org, with “Grants Officer” in the subject line.

No phone calls please.

Doctors of the World is an Equal Opportunity Employer. We offer a full package of generous benefits including vacation, health insurance, and an employer-matched 403(b) plan.