



## Vacancy - Grants Coordinator

VSO is a leading international development organisation that works through experts coming in as volunteers to support capacity building and fight poverty, for over 50 years working across 34 countries in Africa, Asia and Europe. We are constantly exploring new ways to use the time, energy and skills of people to make a lasting difference in the lives of disadvantaged people, groups and communities.

VSO Rwanda is seeking a Grants Coordinator who will work with the Country Finance Manager in effectively managing the grants (including budgets) of the country office to ensure accuracy and timely reporting. It is a senior position with leadership in strategic grants management. The Grants Coordinator will also be a reference point in all grant financial matters, be able to advise on all funded volunteers allowances, ensure all financial transactions adhere to finance policies globally and locally and of the donors.

The Grants Coordinator will also be responsible for maintaining and updating records of all grant invoices to donors, assist in data entry/posting into SUN5 account system and assist the Country Finance Manager in budget preparation for new grant proposals, manage the donor reporting time table to ensure reports are produced on time, diligently manage donor compliances and any other roles assigned to him or her.

You will need to have a Degree in a related field preferably in Finance and Accounting with significant experience (**at least 5 years**) focused **on Grant Management with an International Organization**. The candidate must have advanced knowledge of Microsoft office, Excel particularly with ability to prepare and present complex financial/grant data in simpler forms for programme staff to understand, use of accounting software SUN accounts preferably. You will have the ability to prioritize and effectively manage time in order to deliver high quality work on time.

VSO offers an attractive package including a competitive salary and other benefits.

- Gross monthly starting salary: up to **Rwf 1.061 500**, based on candidate's experience and skills
- 100% Medical cover for yourself and legal dependents
- 3.5% of private pension benefit/ provident fund

To apply, please submit a cover letter and an updated CV to: [recruitment.rwanda@vsoint.org](mailto:recruitment.rwanda@vsoint.org). Please quote the job title in the subject line. The cover letter should detail the reasons you believe you are most suitable for the role and outline your current salary & benefits package and your salary expectations. Please include telephone and email contact and details of two referees (one of whom should be your current or most recent employer). CV sent without the cover letter will not be considered.

Detailed job description can be accessed from our recruitment website:

<http://vsorwandarecruitment.weebly.com>,

**VSO strives to be an equal opportunities employer and particularly welcomes female applicants, applications from people with disabilities, HIV positive people, or those who face disadvantage.**

Due to anticipated interest in this post and the urgency to fill the post, only short-listed candidates will receive response.

**Closing Date: Sunday 19<sup>th</sup> October 2014 at 5:00pm**

**Interviews and written test will be conducted on Wednesday 31<sup>st</sup> October 2014.**