

<b>JOB TITLE:</b>	Program Operations Associate, Grants
<b>REPORTS TO:</b>	Re-Assigned Grants Unit Team Manager
<b>FUNCTIONAL AREA:</b>	Re-Assigned Grants Unit
<b>FIXED TERM</b>	18 months

## **ABOUT THE ORGANIZATION**

The Open Society Foundations work to build vibrant and tolerant democracies whose governments are accountable and open to the participation of all people.

The vision of Open Society-Africa is to build a globally respected, vibrant, and integrated Africa, characterized by democratic governance, sustainable development, and economic systems that deliver more just, inclusive, and accountable outcomes with and for the people and the environment in Africa.

In pursuit of this vision, Open Society-Africa’s mission is to deepen people-generated democracy, accountable governance, and inclusive development in Africa through strategic and participatory grantmaking and by strengthening gender justice.

## **JOB PURPOSE**

Open Society-Africa is seeking a fixed-term **Program Operations Associate** (POA), based in multiple geographies to support the closeout of over a thousand organizational and individual grants as part of the Re-Assigned Grants Unit (RGU) during an eighteen-month assignment. Location is flexible, with preference for a Program Operations Associate to be based within the Africa region.

The POA roles are of deep importance to the success of the RGU and we are seeking the “grantmaking wizards” who are able to anticipate challenges, work with colleagues in support units to develop solutions, and help keep work moving forward efficiently and effectively. The ideal candidate will bring experience working on grants to organizations and individuals across a variety of geographies and issue contexts, a sense of challenge and pride in the essential operational aspects of grantmaking, and a positive and problem-solving approach to the work.

You will provide operational and logistical support in a variety of forms, including the monitoring and oversight of the grantee payment and reporting, monitoring and administering ongoing grant-related contracts and memoranda of understanding (where applicable). You will work with the Office of Grants Management to maintain compliance with organizational and external standards and regulations related to those awards, minimize reputational risk, and help manage knowledge regarding grantees. In collaboration with other RGU staff, you will provide accessible and consistent administrative support to grant recipients, handing off more complex or sensitive matters to Program Officers for support and resolution. You will report to the Team Manager.

### **As Program Operations Associate with the RGU, you will:**

- Provide operational and administrative support for the unit, primarily in connection with grantmaking to organizations and individuals.
- Develop systems and processes to monitor grants as they come in to the RGU and throughout the unit's oversight of those grants, ensuring that critical information is documented and retained.
- Oversee appropriate and timely payment for each grantee and suitable payment methods, offering solutions and advice on options where necessary.
- Gather reports and other documents for Program Officer approval, providing an initial review for compliance issues, accuracy, and readability; monitoring progress on report submission and reviewing to promote timely closure of awards.
- Provide attentive service to grantee organizations seeking amendments, payments, or other similar needs.
- Ensure timely amendments to, and closure of, existing contracts and memoranda of understanding, in consultation with the Team Manager.
- Coordinate with head office colleagues to ensure that grants and contracts remain in compliance with IRS rules for charitable entities, other U.S. law applicable to our grantmaking, and the laws and restrictions that apply to OSF entities in other jurisdictions.
- Support efforts to gather data and knowledge.

### **What are we looking for:**

- 3-5 years of complex administrative/operational experience, particularly in supporting the post-award facets of grants to organizations and individuals.
- Excellent organizational, analytical, interpersonal, and proactive problem-solving skills.
- Demonstrated experience and a desire to make administration and operations run smoothly and efficiently.
- Experience working with organizational grants and grantees across the diversity of OSF's regions, themes, and entities.
- Ability to identify potential solutions to challenges—both specific and broad—related to grantmaking operations amidst the evolving circumstances during OSF's ongoing institutional transformation.
- Ability to build and maintain relationships with a wide range of people from diverse backgrounds.
- Excellent project management skills, including experience of using multiple sources of data to inform decision-making.
- Commitment to continuous learning and growth in the areas of diversity, equity, inclusion, antiracism and social justice.
- Commitment to listening and working with humility; ways of working that are respectful to all people; and that support space and voice for all diverse perspectives in our workplace.

**Desirable:**

- Professional working proficiency in languages, in addition to English.
- Data gathering and analysis skills, including knowledge of Tableau, Foundation Connect reports, etc., and the ability to use data to monitor workflow and anticipate challenges.

If this sounds like the position you have been looking for, please submit your cover letter and CV via [Formstack](#) by Friday, 7 October 2022. We look forward to learning more about you.

**Only shortlisted candidates will receive a response. Open Society-Africa is an Equal Opportunity Employer.**