



## **Job Description**

**Name:** *Vacant*

**Title:** Grants/Monitoring Officer

**Location:** Belgrade

**Terms:** Full Time Position; Employment Agreement through September 30, 2008

### **General Description**

The USAID Agribusiness Project is designed to increase competitiveness of Serbian agribusiness in the selected high potential sub-sectors by achieving the projects overall and specific objectives. To achieve all these goals and objectives, USAID Agribusiness Project will deliver technical assistance, education and grants to facilitate increased enterprises' efficiency and competitiveness all along the agriculture production, processing and marketing value chains. Achievement of the core objectives of USAID Agribusiness Project will be primarily measured by increases in agricultural GDP, the total value of agricultural exports and the employment in agricultural processing and services. USAID Agribusiness Project will utilize the \$5.2 million Grants Program to augment the project's objectives and to support the project's activities. The Grants Program shall be administered in accordance with provisions contained in ADS, Section 302.5.6, "Grants Under Contracts," ADS Chapter 303, "Grants and Cooperative Agreements to Non-Governmental Organizations," and within the terms of the USAID Standard Provisions applicable to Non-U.S. Non-Governmental Recipients.

Under the direct supervision of the Grants/M&E Specialist Slavenko Djokic, and in coordination with the Project's Finance Department, the Grants/Monitoring Officer will be responsible for implementing overall monitoring plan for all completed and on-going projects, assuring compliance with the approved project's Performance Monitoring Plan (PMP). The incumbent will also ensure proper usage of the grant formats and procedures, and compliance with the approved Grants Administration Manual. He will work closely with the technical staff on the USAID Agribusiness Project team, providing technical support in terms of the grants and monitoring issues.

### **Main Responsibilities:**

- Pursuant to the Grants Manual, assure proper review and preparation of the grant documents;
- Maintain an on-going Project's "Master Grant File" that contains the documents subject to audit;
- Monitor project reports and identify reporting irregularities, identify corrective actions, and coordinate corrections;
- Develop and implement an overall monitoring plan for all projects;
- Pursuant to PMP, develop questioners for regular client surveys; collect and monitor project's indicators
- Coordinate with field program staff collection of matching contribution proofs;
- Review invoices and other financial documents necessary for grants disbursements; coordinate with the Project's Financial Department, reimbursements/payments to the grantees and vendors respectively;
- Evaluate and verify all matching contribution documents/proof; assure compliance with Grants Manual provisions re matching contribution;
- Monitor and update the grants administration section of TAMIS, and the project's indicators;
- Undertake other duties as assigned by the Grants/M&E Specialist and/or his designee.

## ***Qualifications***

- 1. University degrees in economics, management, or similar*
- 2. Excellent interpersonal skills, including patience, diplomacy, willingness to listen and respect for colleagues. Must be capable of working well both independently and as part of a team*
- 3. Prior experience as a project officer for an INGO or an international organization preferred*
- 4. Demonstrated ability/experience in maintenance of project documentation and project monitoring*
- 5. Excellent computer skills in Microsoft Excel and/or similar spreadsheet software programs*
- 6. Ability to organize well and stream-line activities to support the program and assist colleagues*
- 7. Willingness to travel to field offices as necessary on business*
- 8. Create a supportive atmosphere and working relationship among the program personnel*
- 9. Ability to work effectively in a fast-paced, stressful environment; must be flexible, willing to perform additional duties, and work irregular hours.*
- 10. Excellent command of English, both written and oral.*