

CALL FOR APPLICATIONS

Position: Grants Management and Reporting Officer

Location: Marrakech, Morocco

Start date: June 2022

Organisation overview

[The Moroccan Biodiversity and Livelihoods Association](#) (MBLA), based in Marrakech is a non-governmental organisation created in 2014 by a group of young Moroccan researchers specialized in agronomy, botany, community development, plant commercialization and phytochemistry from various Moroccan universities. Our mission is to conserve biodiversity and improve livelihoods in partnership with local communities through applied research, capacity building and dissemination of results. In collaboration with local communities in the High Atlas, we deliver participatory conservation actions such as assessing the richness of local biodiversity, promoting agroecology, and building and managing local seed banks, herbaria, community plant nurseries and water infrastructure.

We seek collaborators who are self-motivated to work autonomously within a horizontal structure to achieve mutually agreed outcomes in our High Atlas Cultural Landscape programme. We value people who contribute innovative solutions to complex problems, work independently with minimum supervision and share results openly in a collaborative spirit, all while operating with the highest ethical and professional standards.

About the role

The Grants Management and Reporting Officer will join our team to support the multi-year [High Atlas Cultural Landscapes](#) programme in Morocco. The Grants Management and Reporting Officer will ensure quality and timely management of donor and internal reports, support grant opening / close out processes, support partnership component, in addition to collaborating with program team on program development activities.

Responsibilities:

General

- Understand the full High Atlas Cultural Landscapes programme, including the results chain and the importance of integration between social, biological and economic, capacity-building and dissemination strategies;
- Participate in bi-monthly HACL team meetings;
- Collaborate with the MBLA Board and staff on the multi-scalar HACL dissemination strategy;
- Respect all MBLA organisational policies, and ensure they are respected by other team members;
- Support MBLA and GDF with donor reporting for High Atlas Cultural Landscapes programme grants.

Funding and grants management

- Dealing with financial aspects of grant and project management, fundraising and donor reporting
- Participating in MBLA project monitoring activities
- Supporting the financial management and reporting of the projects, including responding to donors on urgent budget questions
- Work closely with teams to develop standard reporting templates, and a reporting calendar for all report submissions (establishing clear internal and external deadlines)
- Share email reminders each month with reporting templates that will support improved narrative and logframe reporting and timely donor submissions
- Maintain knowledge of grant agreement language and regulations, serving as a knowledge resource on assigned donors and escalating questions where needed.
- Raise compliance issues proactively with the Finance and Operations responsible, and Director.

Monitoring of Project Expenditure

- Preparing monthly, mid-year and end-of-year reports for projects
- Monitor project payments and human resource allocation against approved budgets and donor requirements
- Analysing and forecasting costs and budgets for on-going and future projects.

Funding and grants development

- Keeping an up-to-date list and analysing future funding opportunities for MBLA, including institutional donors, corporate sponsors, foundations, etc
- Screening funding opportunities for alignment with MBLA objectives and work
- Developing project ideas and proposals with MBLA members with accurate budgets

Internal reporting and accountability

- Preparation of documents for internal and external communication which give oversight of MBLA projects
- Identifying areas of organizational development to improve projects and grants management
- Collecting information for monitoring purposes

Requirements for the role

Essential qualifications and/or skills

This position demands a dynamic individual with a demonstrated ability to achieve results in a demanding and fast paced environment.

- University or Masters degree, with 3-5 years of experience working with a NGO.
- Significant budget and proposal development experience
- management experience. The candidate should be comfortable supporting with budget realignment and identifying the proper coding/classification of costs
- Experience with donors
- Experience in grant management, coordination and reporting
- Ability to prioritize and deal with competing demands.



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- Fluent spoken and written French and English.
 - Excellent organizational, interpersonal and communication skills.
 - A strong team player, resourceful and committed to meeting deadlines under pressure;
 - Shares MBLA's vision and values with a commitment to supporting biocultural diversity conservation and community livelihoods;
 - Ability to work in a multi-disciplinary and multi-cultural team, in both rural and urban contexts;

How to apply:

Please submit a CV and cover letter to MBLA Administrator Khaoula Khaldoun (mbla.association@gmail.com).

Your cover letter should be in English and should not exceed two pages. It **must clearly demonstrate how your skills, experience and knowledge meet the responsibilities and requirements for the role** (as set out in the job description).

Deadline for applications: Ongoing

We are accepting applications on an ongoing basis until the position has been filled.