**Grants & Partnership Officer (M/F)**

Peace, Stability, Security Department - P2S > Stabilization & Resilience Division

**Middle-East  JERUSALEM**

1. **PROJECT DESCRIPTION**

Expertise France, with support from the European Union, is implementing an 18-month project that aims at **empowering Civil Society and Media to foster community resilience and social cohesion.** The overall objective of the project is to contribute to creating a more conducive environment for sustainable coexistence by strengthening civil societies and supporting independent media in advancing dialogue, mutual understanding, and collaboration across Gaza, the West Bank, East Jerusalem and Israel, and the diaspora. The project responds to the need for inclusive, justice-oriented approaches that go beyond traditional models, which have often failed to address structural inequalities and entrenched power asymmetries.

As part of this projects, Expertise France will provide rapid and flexible financial support to a wide range of nonprofit organisations (partners) to implement initiatives that promote dialogue, reduce tensions, and foster mutual understanding within their communities and amongst different communities, in Israel and in Palestine.

1. **DESCRIPTION OF THE MISSION**

Expertise France is recruiting a **Grants & Partnership Officer** for this project**.**

The Grants & Partnership Officer serves as the focal point for several NGO partners, ensuring effective implementation, monitoring, and reporting of a portfolio of grant-funded projects implemented by NGO partners. The role combines programmatic and financial oversight, partner capacity strengthening, project management support, and close coordination between the NGO partners and the project team. The Grants Officer ensures that partner activities are delivered on time, in line with Expertise France and donor requirements, and that supported partners receive the guidance and resources they need to succeed.

The Grants & Partnership Officer reports directly to the Deputy Project Director and manages one Grants Finance Assistant. The role also works closely with the Grants Specialist, the project team based in Jerusalem, and Expertise France headquarters in Paris.

### **Key Responsibilities:**

**1. Partner Relationship Management**

* Act as the primary focal point for assigned partners on all matters.
* Maintain regular communication with partners, ensuring clarity on grant requirements, deadlines, and implementation standards, while also channelling partners’ perspectives and needs back to the project team.
* Support partner engagement in project-led events, workshops, and peer-learning initiatives.
* Engage with community organizations, local authorities, and other stakeholders to facilitate collaboration and ensure grant activities are well integrated into the local context.

**2. Project Monitoring and Oversight**

* Monitor the implementation of partners’ projects to ensure timely delivery of activities and achievement of objectives.
* Conduct regular site visit to provide overall support, maintain direct access between partners and Expertise France, and monitor progress.
* Identify risks and gaps in project implementation and work with partners to develop mitigation strategies.
* Support partners in troubleshooting and finding solutions to operational challenges.
* Review and approve partners’ narrative and financial reports as well as supporting documentations, ensuring accuracy, compliance, and timeliness.
* Supervise the Grants Finance Assistant to ensure proper financial follow-up and verification of partners’ expenditure, and monitor partner budgets, forecasts, and budget versus actuals to ensure responsible and timely use of funds.
* Review and approve grant documents (agreements, amendments, budgets, logframes, annexes).
* Work closely with the Grants Specialist to ensure quality assurance and compliance across the assigned grants portfolio.

**3. Capacity Building of Local Partners**

* Assess the organizational and financial management capacities of partners and identify, together with partners, technical areas for dedicated support.
* Design and deliver, with the support of the project team, tailored training activities through mentoring, in-house training sessions, and/or external service providers.
* Collaborate with the project team to identify external service providers for technical trainings.
* Facilitate peer-to-peer support and exchange of good practices.
* Develop and share user-friendly tools and templates to strengthen partners’ grant management capacities.

**4. Coordination and Reporting**

* Ensure accurate and up-to-date documentation and filing of all partner-related information (agreements, reports, monitoring notes).
* Work closely with the M&E Specialist to track grant implementation and measure results against project objectives.
* Document lessons learned, good practices, and success stories for internal learning and external communication.
* Contribute to the preparation of internal updates and donor reports

#### **Overall Project Support**

* Participate in internal project meetings to share updates on partners and partner-led implementation, challenges, and lessons learned.
* Support the organization of project-led events, visits, workshops, and training sessions, ensuring smooth logistical arrangements and active partner participation.
* Carry out additional tasks as required to support efficient day-to-day project operations.
1. **Qualifications and skillS required**

**Education**

* Bachelor’s degree in International Development, Management, Finance, or a related field.
* Certification in project management is an asset.

**Professional Experience**

* At least 5 years of experience in project management, grant management, or program coordination within international development projects.
* Experience working directly with civil society organizations, preferably in fragile or conflict-affected contexts.
* Experience with EU-funded or other donor-funded projects is highly desirable.
* Previous supervisory experience is an asset.

**Technical Knowledge and Skills**

* Strong understanding of project cycle management (planning, monitoring, reporting).
* Solid knowledge of grants management processes, including financial monitoring and compliance.
* Familiarity with conflict-sensitive approaches and partnership development.
* Proficiency in MS Office (Excel, Word, PowerPoint, Outlook).

**Language Skills**

* Excellent written and spoken English (mandatory).
* Proficiency in Arabic ***or*** Hebrew (mandatory).
* French is an asset.

**Personal Attributes**

* High level of integrity and commitment to transparency and accountability.
* Strong organizational and problem-solving skills.
* Excellent interpersonal and relationship management skills, with the ability to work effectively with diverse partners.
* Proactive, adaptable, and able to work both independently and as part of a team.
* Resilience in dynamic and complex working environments.
1. **OTHER INFORMATION**
* Expertise France is recruiting three full-time Grants & Partnership Officers, including at least one based in Israel and at least one based in Palestine. The actual work location will depend on the candidates recruited for the role.
* The position requires regular travel to partner’s project sites (at least twice a week).
* The Grants & Partnership Officer, will report directly to the Deputy Project Director, manages one Grants Finance Assistant, and work closely with the project team based in Jerusalem and Expertise France’s headquarters in Paris.
* **Applications will be reviewed on a rolling basis, and candidates may be invited to the next stage before the deadline closes. Interested candidates are therefore encouraged to apply as early as possible.**