**Grants Specialist (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 Palestine.

1. **DESCRIPTION OF THE MISSION**

Expertise France is recruiting a **Grants Specialist** for this project**.**

The Grants Specialist is responsible for ensuring the effective coordination, compliance, and quality assurance of the project’s grants management processes. The incumbent plays a key role in supporting the grants team in the planning, implementation, monitoring, and closure of partner grants. The role ensures that donor and Expertise France requirements are met and that all administrative, financial, and narrative aspects of partner grants are managed in a timely and compliant manner.

This is a non-managerial role. The Grants Specialist reports directly to the Deputy Project Director and works closely with the Grants & Partnership Officers and the Grants Finance Assistants, the project team based in Jerusalem, and Expertise France headquarters in Paris.

### **Key Responsibilities:**

### **1. Grants Management Support**

* Support the preparation, launch, and follow-up of calls for proposals or tenders in collaboration with the Deputy Project Director, project team, and headquarters.
* Review and finalize grant documents (agreements, budgets, logframes, annexes) in collaboration with the grants team and relevant departments.
* Provide technical backstopping to the grants team in supporting NGO partners with workplans, procurement plans, financial forecasting, reporting, and overall compliance requirements.
* Contribute to due diligence checks, risk assessments, and compliance reviews of partner NGOs.
* Provide input to improving policies, tools, and templates related to grant management.

### **2. Monitoring & Compliance**

* Monitor and support the use of grants management tools (budget versus actuals, cashflow forecasts, activity trackers, etc.) with the finance and grants teams.
* Ensure that all grant agreements are implemented in compliance with EF procedures, donor regulations, and financial accountability standards.
* Support the review and consolidation of NGO partners’ narrative and financial reports.
* With the grants team, monitor the technical, organizational, and financial implementation of partner grants to assess risks and proactively identify mitigations.
* Contribute to preparations for audits and external evaluations, ensuring required documents are up-to-date and organized.
* Assist in identifying partner capacity gaps, in particular in areas related to compliance, and support the design and implementation of capacity-building activities in coordination with the project staff.
* With the project team, document lessons learned, good practices, and success stories to inform project learning and donor reporting.

### **3. Coordination & Documentation**

* Support the Deputy Project Director in ensuring alignment between grants strategy, project objectives, and donor expectations
* Represent Expertise France’s grants component in relevant coordination fora, including donor and partner meetings, ensuring alignment and complementarity with EU, UN, and other implementing partners’ activities, when necesssary
* Maintain a comprehensive database to track the implementation of all grants, performance indicators
* Maintain a filing system of all grant agreements, reports, and other documentation related to grants.
* Coordinate with other technical leads (MHPSS, PSS, Media, etc.) to ensure grants are not only compliant but also technically sound.
* Ensure to cross-cutting objectives (gender, conflict sensitivity, environmental and ethical standards)
* Ensure smooth coordination between grants team members and other Jerusalem or Paris-based units for all grants-related processes.
* Liaise with headquarters and other departments to ensure donor compliance and alignment with Expertise France procedures.
* Draft periodic internal updates on progress, achievements, and planned activities in collaboration with the grants team and contribute to the preparation of internal and donor reports, ensuring timely and accurate submission.
* Support the preparation of donor reports, fact sheets, and communication materials related to sub-grant achievements.

#### **Overall Project Support**

* Participate in internal project meetings to share updates on grants 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.
* Contribute to strategic representation missions, workshops, and external evaluations, providing inputs on the grants portfolio, challenges, and best practices.
* Carry out additional tasks as required to support efficient day-to-day project operations.
1. **Qualifications and skillS required**

**1. Education**

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

**2. Professional Experience**

* At least 3–5 years of experience in grants management, Project Management, administration, or compliance within international development projects.
* Experience working with civil society organizations in fragile or conflict-affected contexts is an asset.
* Experience with EU-funded or other donor-funded grants is highly desirable.

**3. Technical Knowledge and Skills**

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

**4. Language Skills**

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

**5. Personal Attributes**

* Strong organizational and analytical skills with attention to detail.
* Proactive, service-oriented, and adaptable.
* High integrity and commitment to transparency and accountability.
* Strong interpersonal skills and the ability to work collaboratively within a team and across departments.
* Adaptability and resilience in complex, dynamic working environments.
1. **OTHER INFORMATION**
* The Grants Specialist position is based in Jerusalem.
* The Grants Specialist will report directly to the Deputy Project Director and provide grant management backstopping support to the grant team, made of three Grants & Partnership Officers and three Grants Finance Assistants. The Grants Specialist will also work with the project team based in Jerusalem as well as the Paris headquarter team.
* **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.**