

BUILDING EDUCATION FOUNDATIONS THROUGH INNOVATION AND TECHNOLOGY (BEFIT) PROGRAMME

JOB DESCRIPTION

Job Title	:	Grants Officer
Incumbent(s) or Open	:	Open
Department/Country	:	Programmes -Malawi
Duty Station	:	Lilongwe
Supervisor Title	:	Grants Officer
Job Grade	:	N/A
Salary Scale	:	MK39,000,000 – MK48,000,000 Per Annum
Date Finalized	:	December, 2025

I. INTRODUCTION

The Malawi Government through the Ministry of Education (MoE) is implementing the **Building Education Foundations through Innovation and Technology (BEFIT) Programme** to improve primary school children’s acquisition of literacy and numeracy skills using education technology supplementing teacher efforts in schools across Malawi. Within the MoE, the programme is being led by the Directorate of Open Distance and eLearning (DODeL) and the Directorate of Basic Education (DBE).

The BEFIT Programme will be a national roll out of a tablet-based learning intervention to all pupils in Standards 1-4 in public primary schools of Malawi, reaching approximately 3.8 million learners in 6,000 schools. The roll out will be implemented in six different phases spanning from year 1 to year 6, between September 2023 to August 2029.

The BEFIT Programme goal is to improve pupil learning outcomes in reading and numeracy through supplemental use of individualized, self-paced

instruction delivered through specialized apps on Android tablets in standards 1-4 in all public primary schools in Malawi.

The BEFIT Programme is implemented through a consortium made up of the Ministry of Education (MoE), Imagine Worldwide (IW), Voluntary Service Overseas (VSO) and OneBillion (OB). The Ministry of Education is the Lead Implementing Entity, while IW, VSO and OB (the software developer) will provide the technical, operational, and coordination support. The overall programme management, technical services provision and coordination is being provided through a Programme Implementation Management Unit (PIMU).

Therefore, in order to ensure efficient and effective day to day grants management of the BEFIT Programme, the Ministry of Education through the BEFIT Programme would like to recruit a Grants officer who will have overall responsibility of managing all day-to-day program grants management and reporting.

II. JOB SUMMARY

The **Grants officer** will work closely with the Grants and Finance Specialist to ensure that the BEFIT Programme has in place robust grants management system that fully support efficient and effective delivery of programme goal and objectives at scale. The Grants Officer will be managing grants and contracts and related activities for the BEFIT Programme, making links between Programme technical and finance teams. The Grants officer will ensure timely and accurate programme financial reporting as well as adequate management of sub-grants to Implementation Support Partners (ISP) and ensuring that all operational aspects are in compliance with BEFIT Programme and Government Financial and Donor grant compliance regulations and budgetary requirements. The Grants officer will produce timely reports on programme and sub grants expenditures and provide analysis on program implementation timeline vs. expenditure. The Grants officer will support the Grants and Finance Specialist in providing training and ongoing technical support to program staff and partners on compliance with terms and

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conditions of the BEFIT Programme, Government and or donor grants and sub grants management policy. The Grants officer will support program staff to request budget codes and set up grants and sub grants correctly in programme financial system. The Grants Officer will report directly to the Grants and Finance Specialist.

The position is based in Lilongwe but expected to travel 15- 20% of time to field locations to provide programme implementation support.

III. RESPONSIBILITIES

Job responsibility # 1: Programme Grants Management (20% of time)

- Keeping up to date with changes in relevant BEFIT Programme policies and procedures (e.g. Grants Management policy, Sub grants management policy, etc.) & proactively ensure relevant Programme Staff are made familiar with such changes;
- Ensuring that government and Donor requirements for the programme are fully understood and the implications for how grants and sub grants are managed are known by Programme Staff and ISPs.
- Ensuring that Programme Staff and ISPs fully understand what is expected of them in managing sub grants according to best practice.
- Monitoring compliance with best practice (including carrying out visits to sub offices and partners and monitoring reporting information) and taking assertive corrective action as required and reporting any difficulties to the appropriate accountable managers.
- Work with BEFIT Consortium Partners Grants management teams in ensuring compliance and provide link with BEFIT Programme Consortium Partner Grants Teams.
- Oversees that activity close out processes are implemented as per policy and well documented.

Job responsibility # 2: Sub grants Management (20% of time)

- Liaising with Programme Staff in order to understand programme implementation plans and potential partnering requirements.

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- Ensuring that assessments of organizational capacity and due diligence have been carried out for all BEFIT Programme potential & current partners, according to relevant policies and procedures and also occasionally participates directly in these assessments.
- Based on results from above assessments, supports BEFIT Programme teams to make well informed, transparent and documented partners' selection decisions for submission to approval.
- Ensures results from assessments are used to develop organizational capacity building plans of partners and oversee and document the implementation of these plans during the life of the sub grant.
- Ensure that the sub grant agreement files submitted for approval (e.g. new MOU to be signed, an amendment to be signed, etc.) are complete (including all documents required as per policy).
- Overseeing utilization of the sub-grantee database, ensuring that Programme Staff are using it effectively, responding to requests for reports and decision-making information from accountable managers.
- Maintain a sub grants tracker for funds disbursed and liquidations received from ISPs and an aging analysis of the remaining funds should be prepared on a monthly basis.

Job responsibility # 3: Internal and external Reporting (20% of time)

Internal Reporting - Management Reporting and Financial Analysis

- Coordinate with Programme Staff on status of programme pipeline and prepare programme pipeline reports and pipeline budgets.
- Preparation of Monthly grants and contracts Payable/Receivable Status.
- Coordinate with the Grants and Finance Specialist and relevant program staff to prepare and submit all required information for sub-grant setup in the system.
- Disseminate to appropriate programme staff new/revised budget codes or any changes thereof.
- Provide Programme Budget Holder with detailed Monthly Expenditure Reports

- At the beginning of each month prepare portfolio status report, highlighting sub grants that need action immediately, as well as in short and medium term.
- Critically examine expenditure reports with budget holder and provide recommendations to address under spending, overspending or unusual expenditure in relation to project phases.

External Reporting: Donor Reports and Quality Review

- Review Donor Reports as specified in the Contract Agreements.
- Ensure narrative reports and financial reports are compliant with donor requirements and are consistent with each other.
- Liaise with Budget Holders and provide recommendation to address any donor budget overspending /under spending.
- Preparation of revised budgets in close coordination with budget holders, as needed
- Work with internal and external auditors providing all required information to support audit processes.

Job responsibility # 4: Budgeting and Forecasting (25% of time)

- Assist Program Staff in preparing budgets for proposal development.
- Ensure all budgets are prepared and uploaded into the system in a timely manner.
- Ensure annual budget guidelines are disseminated to all Programme staff and partners and updated as required.
- Prepare budget Templates and disseminate to all users.
- Assist and coordinate annual budget preparation.
- Consolidate and submit quarterly budget revision based on changes in quarterly work plans and pipeline reports as per BEFIT Programme financial calendar.

Job responsibility # 6: Partner staff Capacity Building (10% of time)

- Conduct (continuing refresher) training to Programme and partner staff to ensure all award terms and conditions are understood and implemented properly.

- Conduct training to Budget Holders in use of grants management system (e.g. expenditure report extraction and use, chart of accounts, etc.) and in general sound grants and financial management;
- Develop and oversee the roll-out of tools, training interventions, learning materials and other strategies which will improve Programme and partner staff capacity & compliance.
- Play a critical role in developing partners' capacity building plans and overseeing progress against these plans.

Job responsibility # 8 Carry out any other duties as may be assigned (5% of time)

- Carry out any other relevant duties as may be required from time to time, including filling in the temporary staffing gap in the Finance and Grants Management Unit.

IV. QUALIFICATIONS

Required Education and Experience:

- University Degree in Accounting/ finance and ACCA or CIMA Qualification.
- Minimum of 8 years' experience in managing finance functions of a large organization.
- Thorough understanding of financial accounting, reporting, and grants and contracts management processes, relevant donor policies and procedures
- Experience in Microsoft applications and web-based applications preferably.
- Ability to make financial analysis, to oversee financial and procedures control, and control of assets.
- Thorough understanding of financial accounting, reporting, and grants and contracts management processes.

- Very strong business partnering skills with ability to influence programme senior staff.
- Team player- willing to work with country office teams to achieve desirable results.
- Good communication skills both oral and written in English.
- Excellent planning, negotiation, and communication skills - ability to adapt or change priorities according to the changing demands of the job .
- Ability to take initiatives and assuming responsibilities with a flexible and adaptable attitude.
- Ability to communicate with respect and impact, in both written and spoken English.
- Collaborative, able to thrive in a matrix structure.
- Results oriented, able to prioritize and remain focused when faced with competing demands.
- Resilient, able to cope with ambiguity and manage work-life balance.
- Strong work ethic, able to lead by example and demand accountability from others.
- Progressive and brave, challenges business-as-usual and is not afraid to fail, but willing to try new things or new ways of doing things.
- Customer oriented - internal and external.

Desired Knowledge and Abilities:

- Experience in INGO sector - at least 10 years of experience in Finance and Grants Management in a large International NGO.
- Ability to facilitate financial/grants management system review and strengthening, budgeting and budget monitoring, audit management and donor reporting with minimum supervision and guidance.

V. DECISION MAKING AUTHORITY

A) General

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- The incumbent, in consultation Grants and Finance Specialist may wherever relevantly develop and propose new Finance and Grants Management policies, procedures or systems to fit with donor requirement across the Programme. However, he/she will ensure that approval is received from his/her supervisor before such a change is put in effect, which may also require the approval of IWW Management.

B) Financial:

- As per Programme level of authority of Programme Grants officer

VI. CONTACTS/KEY RELATIONSHIPS:

This role is expected to establish and maintain open, professional, and cordial relations with the Programme internal and external customers. These include and not limited to.

Internal

- IW and VSO Country Office teams; BEFIT Programme Technical and Support Teams
- Ministry of Education staff from relevant directorates
- Consortium partners' international teams

External

- Donors / Government agencies / Other organizations (peer organizations)

VII. WORKING CONDITIONS

The position is based in Lilongwe with regular travel arrangements to field offices and other destinations.

VIII. CLOSING DATE FOR APPLICATIONS

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Expression of interest including updated detailed curriculum vitae and certificates must be delivered in a written form to the address below (in person, or by mail), by **Friday, 19th December 2025 at 16:00 Hours Malawian Time.**

The Chief Human Resource Management Officer (CHRMO)

Ministry of Education

Private Bag 328

Lilongwe

Email : samisonikanduluu@gmail.com, ckumbanga1@gmail.com