

## JOB VACANCY

**Job Title:** Grant and Compliance Manager

**Reports to:** Country Director

**Work Location:** Bujumbura WRB Office

**Department:** Finance

**Starting date:** As soon as possible

### ORGANIZATION SUMMARY:

World Relief is a global Christian humanitarian organization whose mission is to boldly engage the world's greatest crises in partnership with the church. The organization was founded in the aftermath of World War II to respond to the urgent humanitarian needs of war-torn Europe. Since then, for 80 years, across 100 countries, World Relief has partnered with local churches and communities to build a world where families thrive and communities flourish.

Today, organizational programming focuses on humanitarian and disaster response, community strengthening and resilience, and refugee & immigrant services and advocacy.

### Position Summary

World Relief Burundi is seeking a highly organized, detail-oriented, and experienced Grant and Compliance Manager to oversee all aspects of our grant lifecycle, from prospect research and proposal development to post-award management, reporting, and regulatory compliance. This role is critical to ensuring the financial integrity and successful execution of our grant-funded programs. The Grant and Compliance Manager plays a key role in managing the organisation's portfolio of donor-funded projects and the all finances within World Relief Burundi. Reporting directly to the Country Director, the Grant and Compliance Manager ensures that all grants are effectively managed and implemented in full compliance with donor regulations, organisational policies, and national legal requirements. This role works closely with programme, finance, and operations teams to safeguard donor resources, reduce compliance risks, and strengthen internal systems.

### RESPONSIBILITIES:

#### Planning and Budgeting

- Monitoring implementation of donor agreements and resource utilization
- Oversee the finance function in the Country Office, including planning and budgeting, financial accounting, financial control, financial systems, and reporting
- Develop annual budget and ensure that budgeted activities match with detailed implementation plans
- Develop plans to meet funding and programming needs (includes diversification of funding resources)
- Undertake budget revisions and realignment to match the changes that have taken place
- Identify and effectively manage all key financial risks related to delivering programmes
- Manage financial aspects of budget development for new proposals
- Fulfil all financial reporting requirements for internal and external stakeholders
- Ensure that effective systems are put in place, and regularly reviewed, to allow adequate financial management and control over assets, funds, equipment, property, and facilities

### **Financial Accounting, Reporting, and Control**

- In collaboration with the Finance Manager provide monthly updates on budget variance analysis
- Ensure systems are in place for the control of all assets, funds, equipment, property, and facilities
- Ensure that effective systems are put in place, and regularly reviewed, to allow adequate financial management and control including:
  - Annual accounts and tax statement preparation;
  - Accounting and management information systems;
  - Financial procedures during emergency responses, including meeting all relevant responsibilities in the Rules and Principles for Emergency Response;
  - Expenditure procedures, especially around procurement;
  - Documentation of all controls and procedures;
- In collaboration with Finance Manager, monitor accurate and timely submission of financial reports and attachments to members, donors and government regulatory agencies
- Coordinate submission of audit reports, respond to findings and recommend resolutions or action plans
- Lead and participate in the development of finance policies and procedures to be able to maintain a well-financially controlled environment in both development and emergency contexts
- Monitor completion of financial reports for grants/contracts.
- Ensure proper accounting and closing of books upon receipt of completed reports and documents from various sub-offices
- Provide guidance to finance and non-finance staff and coordinate efforts to ensure compliance with donor requirements
- Provide monthly budget versus actuals reports to all budget holders and ensure formulation and resolution of interventions to minimise budget versus actuals variance,
- Ensure monthly budget versus actuals adjustments are posted timely

### **Audit**

- Keep track of statutory and donor specific audit requirements and initiate them on time.
- In collaboration with Finance Manager and Accountant, lead and manage audit process with External Auditors ensuring smooth audit and provision of required documents
- Ensure proper archiving of records and adherence to Month End and Year End procedures for purposes of audit preparedness
- Plan and conduct internal audits with coordination of the Internal Auditor
- Participate in Audit Entry and Exit for WRB and implement recommendations before the next audit.
- Implement audit recommendations from various audits and maintain a tracker of all audit queries

### **Grants management**

- Provide strategic support within the SMT on all aspects of award management including award contracting, donor compliance and pipeline management
- Support the development and implementation of the Country Office funding strategy, making recommendations and flagging issues to the SMT as appropriate.
- Ensure accurate and up to date information on the award portfolio is readily available to SMT

- Ensure the CO has a clear framework for master budget development, cost allocation, monitoring of award budgets, phasing and forecasting, in particular ensuring alignment between the master budget and funding tracker. Oversee financial management, procurement, internal control, accounting and other business systems for data integrity, accurate and timely reporting for compliance with organizational financial policies and procedures, statutory requirements and donor regulations.
- Provide leadership in all supply chain management and coordinate the development of monthly, quarterly and annual procurement plans, prequalification of suppliers and provide oversight for the procurement function in line with the internal policy, Procurement laws and Regulations, and Donor requirements.
- Conduct analysis and preparation of grants reports to various donors and stakeholders, and monitor compliance with grant funding requirements for timely disbursements to clients.
- Support resource mobilisation efforts through donor liaison and proposal development.

#### **Coordination and Leadership**

- Work closely with finance, programme, HR and logistics teams to ensure coordinated grant implementation.
- Provide regular updates and risk analyses to the Country Director and senior management team
- Contribute to strategic planning, fundraising, and policy development for the country office.

#### **Perform any other duties as requested by the Country Director**

#### **REQUIREMENTS:**

- Mature and personal Christian faith
- Committed to the mission, vision, and values of World Relief
- Desire to serve and empower the Church to impact vulnerable communities
- Able to affirm and/or acknowledge World Reliefs [Core Beliefs](#), [Statement of Faith](#), [Christian Identity](#) and [National Evangelicals For the Health of The Nation](#) document

#### **Education and Experience**

- Bachelor's degree in Finance and/or Accounting and Business Administration.
- Minimum of 5–7 years of relevant experience in HR, supply chain, Finance and compliance within an international humanitarian NGO is preferred.
- Strong knowledge of major institutional donor regulations (e.g., USAID, EU, UN, .....).
- Experience managing multi-donor grants portfolios in humanitarian or complex settings.
- Solid financial management skills, including budget preparation and monitoring.
- Strong communication, analytical, and negotiation skills.
- Fluency in both English and French.

#### **Key Competencies**

- Integrity and commitment to humanitarian principles and accountability.
- Strong organisational and problem-solving skills.
- Ability to work under pressure, with competing priorities and tight deadlines.
- Excellent interpersonal skills to work collaboratively with colleagues, partners, and donors.
- Detail-oriented and proactive with strong leadership and coaching abilities.
- Adaptability and Team player

- Computer literacy

**Personal Characteristics:**

- Behave Ethically: Understand ethical behavior and practices and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- Confidentiality: Ability to maintain confidentiality.
- Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- Creativity/Innovation: Develop new and unique ways to improve quality and operations of the organization and to create new opportunities.
- Focus on donor needs: Anticipate, understand, and respond to the needs of internal and external donors to meet or exceed their expectations within the organizational parameters.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of the organization.
- Make decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- Plan and Organize: Set priorities, develop a work schedule, and monitor progress towards goals, and track details, data, information and activities.
- Ability to work under hardship environment and with minimum supervision.

**BEHAVIOURS (Values in Practice)**

- The Example of Jesus
- The Local Church
- Values People
- Excellence and Continuous Improvement
- Empowerment
- Partnership with others
- A person prayer

**If you are interest for the current Job Vacancy, please send your application letter, CV, a copy of your certified degree, and a letter of recommendation from your spiritual leader as well as two references of your previous employers. Please send the documents through the Human Resource at [wrbhr@wr.org](mailto:wrbhr@wr.org).**

**Qualified female candidates are highly encouraged to apply.**

**The deadline for application is October 15, 2025**

**Note:** World Relief reserves the right to cancel the offer before, during and after the recruitment process.