



TERMS OF REFERENCE

Grants Manager

Position Title: Grants Manager

Location: TBD

Reporting to: Head of Finance

Duration: Contract

Closing date of applications: 9 October 2026

Requirements for the role

- Background in grant/financial management is essential. Experience of working in humanitarian or conflict settings an advantage.
- Extensive experience managing grants and experience with donors.
- Familiarity with NGO working environments and standard procedures.
- Highly organised with good coordination / project management skills.
- Excellent communication skills.
- Ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes.
- Fluency in Portuguese or Spanish is essential.

The MENTOR Initiative is an equal opportunity employer and values diversity in the organisation. We ensure the constant non-discrimination throughout the recruitment process.

The MENTOR Initiative is committed to promoting diversity and gender equality and strongly encourages candidates from under-represented backgrounds to apply.

The MENTOR Initiative applies a zero-tolerance approach to sexual exploitation, abuse, mistreatment or harassment, and other types of unethical behaviour including fraud.

The MENTOR Initiative will contact previous employers of applicants to determine if they have any history of violating international standards and codes of conduct relating to such matters.

To apply: preferably using LinkedIn or if that is not possible, please email CV, a letter of motivation and details of three referees (including your most recent employer) to recruitment@mentor-initiative.org

The MENTOR Initiative ('MENTOR') is a humanitarian organisation specialising in disease control and improving access to healthcare in emergency settings across countries in Africa, the Middle East and South America. MENTOR is the leading organisation dedicated to the control of malaria and other vector-borne diseases in complex, vulnerable settings.

MENTOR delivers large scale disease control interventions working with communities affected by emergencies such as conflict and natural disasters and at higher risk of diseases. We also help build the technical and operational capacity of local and international partners to incorporate medium- and long-term disease control systems into their operations and country strategy.

Overall job purpose

The Grants Manager (GM) will support the implementation of MENTOR's disease control programmes through managing grant, financial and administrative activities in the country of operation, in line with regulatory and HQ systems and donor requirements. The GM will also be responsible for developing country-level finance and admin systems to ensure full compliance with relevant frameworks.

Task and responsibilities

1. Grant/Finance management

Direct grant and finance technical management with field offices:

- Continuous contact with country Finance Coordinators, their team, and the Country Director.
- Design the grant and financial management strategy in country with the Country Directors.

Grant and programme accounting/donor reporting (for assigned country):

- Review monthly field accounts, making checks on transfers between accounts, coding of transactions to budgets, use of advance accounts, adequate descriptions, bank and cash reconciliations, and payroll.
- Receive field supporting documentation monthly and check for completion.
- Liaise with field offices to resolve questions arising from above checks, advise on necessary adjustments.
- Consolidate monthly HQ expenditure with field expenditure.
- Prepare the field budget planning for each grant.
- Prepare monthly project reports for internal accounting systems.
- Prepare periodic project financial reports for donors.
- Provide feedback to Programme Managers on expenditure including variances and burn rates.
- Work with Programme Managers to ensure narrative reports are consistent with financial reports.
- Prepare closeout documentation for donors, where applicable.
- Provide project reports and supporting detail to project auditors as required.

Financial management and reporting

- Invoice grant donors and suppliers.
- Maintain the fixed asset register on a quarterly basis.
- Ensure thorough follow up of internal in-country audits.
- Ensure internal controls are in place and all MENTOR procedures are being properly implemented.
- Create/oversee any additional financial controls.
- Maintain and regularly update the field finance and admin guidelines.

Cash

- Request cash from donors according to agreed schedules.
- Receive and validate requests for cash advances from the field.
- Send cash advances to the field.
- Receive copies of field bank statements and review bank reconciliations provided by the field offices.

2. Grant development

- Work with Programme Managers to review new grant opportunities and donor requests for proposals.
- Work with Programme Managers and country teams to assist them and input into the design of new grants.
- Ensure with Programme Managers that new grant budgets are designed to cover all the related costs of new programmes, and that these costs are adequately demonstrated and described in the proposal package prior to submission.
- Assign accounts codes to project budgets lines ensuring that expenditure can be aligned to suitable headings for donor reporting requirements.
- Report on cash (input/output) flow for each grant to the regional team leader.

3. Human resources management and responsibilities

- Provide technical support, advice and training as necessary to field staff, ensuring that field roles are properly understood and completed, making field visits as necessary
- Systematic follow up of emails and phone calls to teams on a regular basis
- Ensure teams produce accurate timesheets each month for review and validation
- Ensure with the Programme Manager that allocated country programmes have the requisite team structure (international and national) to meet internal minimum standards, achieve programme goals and fulfil organisational commitments to donor partners.
- Ensure the development of TORs for country team members.
- Work with HQ Recruitment team to ensure the recruitment, effective briefing and pre-departure preparation of new international consultants going to allocated country programmes, and any short-term HQ visits.

- Ensure HR management systems are in place (in line with local labour laws, performance reviews, complaints systems, local payroll).

4. Logistics, procurement and IT

- Act as primary user of field accounting software allocating access levels for other country team staff.
- Ensure systems integrity through security procedures and secure back-up.
- Oversee basic logistics procedures in relation to procurement and stock management in the field, coordinating as necessary with the logistics team and HQ procurement officer.
- With the Programme Manager oversee the field-based logistics coordinator (for asset management, field fleet and fuel management, and communications systems management).

5. Legal, security and risk management

- Review all project contracts to ensure that MENTOR's financial commitments are met.
- Ensure compliance with all local legal requirements.
- Ensure all contracts are in line with the programme/budget and legal (vehicle rental, services contracts, HR contracts, MoUs).

6. Other

- Support internal audits of country programmes.
- Develop HQ and field assets register.
- Manage MENTOR's vehicle contracts, including rental contracts and monthly invoices.
- Other supportive duties as agreed with the Programme Manager and management team.