



Africa Transitional Justice Legacy Fund



## **Job Announcement**

A newly established Africa Transitional Justice Legacy Fund (ATJF) Project, based at the Institute for Democratic Governance in Accra, Ghana, seeks a Project Director, to lead sub-granting, convening and capacity building strategies of the Fund. This Fund ultimately seek accountability and transitional justice outcomes in the West African context, including in Liberia, Sierra Leone, Ivory Coast, Mali, Guinea, the Gambia and Northern Nigeria.

### **Terms of Reference for ATJF Project Lead**

As Lead of the Project, you will assume overall financial, technical and administrative responsibility for the successful implementation of the ATJF project. You will have strong technical knowledge and subject matter and practical expertise and experience in several thematic areas, including human rights, international law, transitional justice and political science; the ability to break down complex thematic concepts into project objectives and outputs for implementation.

The candidate must be educated to a minimum of Master's degree level and Bilingual (French/English) and must be willing to relocate to the project base in Accra, Ghana.

Specifically you will be required to perform the following tasks;

### **Project Management**

- Working in consultation with an Advisory Committee, provide conceptual clarity for the Project Team to aid annual work planning, grant making, monitoring and provision of technical support to grantees to ensure that project objectives are being met
- Supervise and coordinate the production of project outputs to the required standard of quality and within the specified constraints of time and cost as outlined in the project document.
- Vet recommended project dockets and submit to Advisory Committee for final approval prior to grants disbursement.
- Review and approve annual work plans, annual budgets grant making criteria, and grant agreements for the ATJF and authorise grant disbursements as and when necessary
- Supervise the conduct of due diligence on grant applicants where necessary through additional desk research or pre-award site visits as appropriate
- Supervise, guide and coordinate the work of the Project Implementation Team, consultants and activity/sub-project contractors under the ATJF
- Oversee and ensure timely submission of all reports – annual project and any project updates that may be required by the donors
- Provide guidance in the dissemination of project reports and other project information/updates, and respond to queries from stakeholders.
- Carry out regular monitoring of project activities in the ATJF target countries

### **Financial Management**

- In close liaison with the Fund Manager, provide fiduciary oversight for ATJF funds ensuring funds are put to the most efficient and effective use.
- Ensure regular monthly and quarterly updates on fund disbursement and expenditure for tracking of project spending and accountability
- Certify all project team expenditure and sign off on all grant awards and ensure retention of the proper records for reporting
- Ensure timely and accurate financial reporting on grant making and other project expenditure
- Lead annual budgeting and approve any budget reviews and/or adjustments during the course of the project

### **Administrative**

- Supervise other project staff and ensure timely delivery of project outputs
- Conduct annual performance review for all staff.

Interested candidates for this position should apply by sending a short cover letter and curriculum vitae or resume for consideration at [jkoomson@atjf.ideg.org](mailto:jkoomson@atjf.ideg.org) by 17.00 GMT on Friday December 14<sup>th</sup> 2018.