

JOB Description

Title: Grants and Procurement Specialist
Reports to: Deputy Chief of Party (DCOP)
Supervises: Grants and Procurement
Location: Lima, Peru

Background

The National Cooperative Business Association CLUSA International (NCBA CLUSA) has worked for more than 100 years to build a better world and a more inclusive economy. We engage, partner with and empower people to have a greater say in their futures and more equitable access to economic opportunities. We achieve this vision through collaborative partnerships in development, advocacy, public awareness and thought leadership. Further details about the organization can be found at: <https://ncbaclusa.coop/>

In Peru, NCBA CLUSA is responsible for implementing the Project "People, Nature and Spices Partnership (PENS)". This is a project funded by the United States Department of Agriculture (USDA)/Food for Progress Program (FFPr). PENS focuses on two main objectives:

I. To increase productivity and efficiency in Peru's production of high-quality spices, specifically ginger, turmeric and oregano, by strengthening the capacity of farmers, producer organizations (POs), processors and other private sector entities, while contributing to improved food security and climate resilience of farmers, and protecting and preserving Peru's natural biomes.

II. To expand and improve the trade of ginger, turmeric and oregano by increasing their quality to meet international standards and also by connecting farmers and producers with national and international buyers.

In line with these goals, the PENS project proposes the development of activities under the following seven clusters:

- Financial services to facilitate agricultural lending
- Capacity building – Agricultural extension agents / services
- Training in improved agricultural production techniques
- Training in quality standards and certifications
- Capacity building for Producer Groups / Cooperatives
- Market access through facilitation of buyer-seller relationships
- Capacity building - Promote improved policy and regulatory framework

Job Description

The Procurement and Grants Specialist (Grants) is an employee of NCBA CLUSA in Peru and reports directly to the Deputy Director of Program (DCOP). Also, when required, reports to the Senior Program Manager in NCBA CLUSA/HQ. This position is located in the city of Lima. As a member of PENS, the Specialist is responsible for the timely application of the regulations and

rules applicable to the procurement and grants that are part of the project and in compliance with the rules, policies and procedures of the donor and NCBA CLUSA. This position is responsible for the management of all the procurement processes, including the identification and selection of suppliers, sub-contractors and/or grant recipients, as well as the negotiation, preparation, signing, review and/or finalization of contracts and grant agreements, and the monitoring of their execution. Likewise, he/she is responsible for conducting due diligence, reviewing financial proposals/budgets, preparing and processing contracts/grant agreements, reviewing financial reports from contractors/recipients for accuracy and compliance with financial standards to ensure that expenditures made by contractors/recipients are in line with planned budgets, and making payments based on proposed outputs/objectives. Additional responsibilities include participating in capacity building activities for program partners, especially those focusing on reporting and financial management, as well as on understanding contractual obligations and grants.

Key Responsibilities:

- Oversee and update the processing and monitoring of procurement contracts and grants, and ensure that these contracts are accurately recorded to support forecasting, budget tracking and reporting.
- Manage aspects related to procurement and grants, including call for proposals, collection and analysis of information, and notification on results. Also includes management of a grants fund.
- Support project team with accurate information on procurement and grants and required for project reports (monthly, quarterly, semestral, annual). Support includes monitor and update grants and contracts pipeline and tracking across the project and ensure all grants and contracts are recorded accurately to support forecast, budget tracking and reporting.
- Maintain up-to-date knowledge of local government requirements related to procurement and grants and ensure compliance with relevant rules and regulations.
- Oversight to payments linked to procurement and grants, as well as agreed deliveries as per relevant contracts / POs.
- Review reports related to grants and keep a record on relevant documents/files following the relevant process – record keeping includes saving electronic files related to procurement and grants in the appropriate folder/unit.
- Support the program team in on-site and data quality checks through field visits, when necessary.
- Support the team by providing inputs into the grant's manual, operations manual and / or annual planning where necessary.
- Assist in ensuring that financial management and reporting practices fully align to NCBA CLUSA and donor policies and procedures.
- Oversee the protection of program assets (cash and inventory) through the implementation of internal control policies and procedures.
- Support the team to undertake activities to ensure donor compliance is achieved including audit support; on site verification and data quality via field visits (as required).
- Lead / participate in capacity building linked to grants and/or procurement.

- Other duties as required.

Qualifications:

- Bachelor's or equivalent degree in fields related to procurement, grants and contract management is required.
- Six years or more of experience in the management and supervision of procurement, grants and contracts is required, preferably with USDA funded projects, as well as projects in the agricultural sector in Peru.
- Strong understanding of finance and accounting is preferred, as well as proficiency in procurement and grant management software and Microsoft Office software.
- Hands-on experience in financial reporting for contracts and grants.
- Ability to understand and apply NCBA CLUSA and USDA policies and procedures. Familiar with USDA procurement, grant and financial rules and regulations, is preferred.
- Ability to meet tight deadlines and to work under pressure.
- Native fluency in Spanish both speaking and writing; Working proficiency in English is preferred.

Key individual qualities:

- Demonstrates integrity, initiative and ability to organize work schedule(s), including in situations with tight deadlines.
- Ability to initiate and complete assigned tasks and to work with minimal supervision in demanding, multi-tasking circumstances.
- Excellent organizational, supervisory, problem solving, negotiation, communication, interpersonal and teamwork skills.
- Ability to work independently as well as in a team environment.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities of this job.

Please email your resume in Spanish and English with the subject "Peru Procurement and Grants Specialist" to dbarcenas@nbaclusa.net and ccarpio@nba.coop and copy (Cc): mvalverde@nbaclusa.net, by November 15, 2023. Only candidates selected for an interview will be contacted. Please do not telephone.

NCBA CLUSA is an employer committed to diversity and taking action in favor of equal opportunity. All individuals, regardless of their personal characteristics, are invited to submit their resumes. Qualified applicants will be considered for employment without regard to race, color, religion, gender, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, physical disability, genetic information, age, and legally protected characteristics.

