

Community Self Reliance Centre Job Description



Team:	RAIN Project Team
Position:	Sub-Grant Officer (SGO)
Reports To:	Social Protection and Inclusion Coordinator
Duty Location:	Based in Janakpur (for Madhesh Province and Lumbini Province)
Period:	1st June 2026 to 31 December 2026

1. Purpose of the Position

Introduction:

The Community Self-Reliance Centre (CSRC) has been facilitating the land rights campaign for more than three decades, together with landless tillers and small farmers. CSRC has consistently strived to organize and raise awareness among those deprived of land rights, build public opinion in favor of transformative land reform, and conduct action research on land and agrarian issues. CSRC believes that social inclusion and participatory democracy must be strengthened at the grassroots level. Besides this, CSRC strengthens local communities to enhance their resilience to multi-level disasters and the climate crisis.

About the RAIN:

RAIN supports early action and climate resilience within BEK's Resilience, Adaptation, and Inclusion in Nepal programme. The project aims to scale up efforts, particularly for vulnerable communities in Madhesh, Lumbini, and Karnali provinces by 2029. Using evidence-based approaches, RAIN will focus on localisation, inclusion, and leveraging fiscal resources for adaptation.

RAIN has two key outcomes: 1) enhancing community resilience and 2) strengthening sub-national governmental systems in early warning (EW), early action (EA), and adaptation. It aligns with NDRRMA's goals to strengthen Early Action, develop multi-hazard EWS, and drive research and innovation as per national policies and strategies.

RAIN integrates science, technology, and innovation to enhance multi-hazard anticipatory action. The consortium will strengthen EWS, improve risk communication, and use data-driven strategies for inclusive EA and adaptation. Insights from these efforts will contribute to DRR and AA policy frameworks. Working with RAIN TA, SLU, and other partners, the consortium aims to influence policy, ensuring fiscal resources address gender inequality, marginalization, and social exclusion. RAIN aims to directly benefit 987,299 people and indirectly impact 3,478,805 more.

Scope of Work

The Sub-Grant Officer (SGO) is responsible for implementing sub-grant awards based on guidelines, supporting community-based organizations (CBOs) in designing effective implementation plans, and ensuring proper utilization of sub-grant funds through rigorous monitoring and compliance checks. The role requires strong analytical, communication, and project management skills to support grant recipients in achieving their objectives effectively.

More specifically, s/he will be responsible for the following tasks:

A. Sub-Grant Management

- Implement a sub-grant award procedure following established project guidelines to ensure transparency, compliance, and effectiveness.
- Map and shortlist the CBOs of working areas using the standard process and method.
- Conduct the CfA process following set guidelines in the project.

- Provide support and guidance to CBOs in developing sub-grant proposals, budgets, and implementation strategies.
- Facilitate the selection process with CSO/CBO selection committee.
- Prepare contracts / sub grant agreements in coordination with sub grantee CBOs and project team.
- Conduct capacity-building workshops and training sessions to strengthen CBOs' sub-grant management capabilities.
- Monitor sub-grant awards to ensure funds are utilized in alignment with the approved plans and funding partner's requirements.
- Work closely with Monitoring, Evaluation, Accountability, and Learning (MEAL) teams to track outcomes and impact of sub-grant projects
- Maintain accurate records of sub-grant disbursements, expenditures, and reports.
- Conduct periodic site visits to assess project progress, identify challenges, and recommend solutions.
- Collaborate with internal and external stakeholders to enhance sub-grant impact and sustainability.
- Ensure timely submission of financial and programmatic reports by sub-grant recipients.
- Assist in the evaluation of sub-grant programs and contribute to recommendations for future funding cycles.

B. Compliance Requirement

- Ensure all financial transactions of CBOs take place within the stipulated period.
- Ensure financial documentation of CBOs are aligned with the project's requirement.
- Ensure legal documentations of the CBOs are updated and in place.
- Support in conducting project audit and compliance review of CBOs.
- Ensure sub-grant programs are supported and authorized by the local governments.
- Ensure full compliance with the funding partner's requirement, organizational policies of CSRC, and legal requirements.

C. Others

- Support Admin and Finance Officer in the process of maintaining records of financial and programmatic reports of CBOs.
- Preparation and submission of Sub Grant Monitoring Reports.
- Frequent field visits in the working area to monitor and support CBOs activities.
- Other tasks as assigned by the line manager.

D. Maintain cross-cutting issues:

- Ensure the compliance to project and donor specific cross cutting policies related to GEDSI, Safeguarding, Good Governance, CFRM, Conflict of Interest mitigation, Anti-corruption, conflict transformation, landlessness, and others in project implementation and personal life.
- As an employee of CSRC, contribute to the overall vision, mission, goals, and core values of the organization.
- Build sound relationships with the CBOs and contribute to social justice and advocacy initiatives.

2. Key Performance Indicator

- **Compliance & Accuracy:** Percentage of sub-grants disbursed and monitored with full compliance to guidelines and funding partner's requirements.
- **Capacity Building Impact:** Number of CBOs trained and their improvement in grant management effectiveness.
- **Grant Utilization Efficiency:** Percentage of sub-grants utilized as per the approved implementation plans of CBOs.

- **Timeliness & Reporting:** Frequency of timely submission of financial and programmatic reports by CBOs.

3. Authority

- As per CSRC Human Resources Management System
- As per the CSRC Financial Regulations and Management System

4. Preferred minimum Qualifications and Experiences

- Master's degree in finance, Business Administration, International Development, or a related field.
- Minimum of 3-5 years of work experience in grant management, sub-granting, or financial oversight within non-profits, NGOs, or funded projects.
- Strong knowledge of grant regulations, financial management, and reporting requirements.
- Excellent analytical, problem-solving, and organizational skills.
- Excellent computer skills; especially Excel and PowerPoint.
- Proficient in English & Nepali language, both spoken and written.
- Strong communication and interpersonal skills to work effectively with diverse stakeholders.
- Ability to work independently and manage multiple projects simultaneously.
- Demonstrate a high degree of honesty and integrity.
- Willingness to work flexibly outside normal working hours.
- Willingness to travel frequently to program areas.