



International
Federation
of Journalists

Grants Administration and Contracts Officer

Employer: International Federation of Journalists - IFJ Asia-Pacific

Work type/s: Contract, Part-Time

Commencement: June 2022

Duration: 12 months

Classification: Administration, Project Management, International Aid and Development

Location: Sydney

Applications close: June 6, 2022

- Located in Redfern, Sydney, or work remotely
- Part-time contract role based on three days a week, 12-month fixed term
- Remuneration \$75,000 FTE

The organisation:

The IFJ is the global voice of journalists. Established in 1926, the IFJ promotes international action to defend press freedom and social justice through strong, free and independent trade unions of journalists. The IFJ Asia-Pacific Regional Office in Sydney manages and implements a range of media development projects focussed on press freedom, media rights, trade union development, worker rights and freedom of association and institutional strengthening work in conjunction with its 30 affiliates in the Asia-Pacific region. IFJ Asia-Pacific project work is supported by funders including the European Union, Union to Union, Open Society Foundation, Norsk Journalistlag, UNESCO, National Endowment for Democracy (NED), the Magna Carta Fund and many others.

About the role:

The Grants Administration and Contracts Officer works with the Regional Director and IFJ Project Managers to support effective administration of the IFJ's grants and projects program. This will be to support day to day grant administration and finance; effective organisation and administration of the IFJ project program, project timelines, staffing and reporting schedules. The role entails financial coordination, contract development and approval processes, management of grant and contractor payments, budget management, financial reconciliations, review and management of financial procedures and management of financial audits. The position involves grantee liaison and communication, including monitoring grantee progress toward project deliverables.

The Grants Administration and Contracts Officer will be part of a small, dynamic and committed team of IFJ staff working throughout the Asia-Pacific region.

The position is based in Sydney but can also be considered for suitably experienced remote workers.

Main tasks:

- Administering end-to-end grants processes, including financial project planning, contracts administration, assessments of funder reporting requirements and preparation of reports to funders.
- Managing and maintaining key IFJ funding deadlines, reporting and activities.



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- Contract drafting, communication and guidance with stakeholders to ensure they can meet and understand contractual obligations and project outputs as well as donor reporting requirements.
- Operational planning, including development and communication of annual project timelines and program deliverables, to ensure submission key dates and deadlines are met
- Contract administration, including implementation and review of proposals to ensure the smooth and efficient functioning of contractual engagements by IFJ field partners.
- Supporting IFJ managers and teams to develop and manage appropriate project plans and budgets that match funding agreements
- Ensuring IFJ AP finance policies and procedures are appropriate and relevant to stakeholders
- Providing administrative support to the regional director, project manager and project coordinators to maintain, create and compile materials needed for reporting and acquittal of funding
- Undertaking project reconciliations, quarterly financial reporting, budget administration and data entry, matching running expenditure with accounting reports, reconciling project budgets and audit management.
- Working with IFJ's financial team to manage appropriate job and account codes to match funding agreements, including the correct coding of agreement related expenditures
- Coordinating development of grant management support materials and practices.
- Managing end of year financial reporting and project specific audits.
- Reporting to the Regional Director as well as the IFJ Executive and Administrative Committees as well as project donors on progress and milestones.

Skills and experience:

- Degree/qualification in a relevant field and a minimum of 3 years' hand-on experience in program and grant management coordination or/in a similar role.
- Proven experience in project management: ability to meet deadlines, demonstrated effective time management and adaptability to meet the demands of multiple work streams or large collaborative projects.
- Tertiary degree qualifications in relevant field, or equivalent experience or training in project management, budget management and contract administration
- Ability to work independently to solve problems and develop solutions, whilst also contributing as a team member to IFJ strategy regionally and globally.
- Sound financial knowledge and experience, including financial reporting, payment of sub-contractors, managing budgets, matching running expenditure with accounting reports and reconciling project budgets and identifying variances
- Demonstrated competence in development, planning and budgeting of projects, as well as partner/funder/contractor liaison, implementation, evaluation, financial/narrative reporting and management of financial audits.
- Strong competence in using Microsoft Office and other project management tools, in particular advanced Excel skills
- Confidence in responding to ad hoc administrative and financial queries and requests
- Excellent interpersonal, written and spoken English skills.

We offer:

A part-time contract position (12 months).



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Open and respectful organisational culture advocating for press freedom, labour rights and gender equality.

IFJ Asia-Pacific provides excellent leave entitlements and other benefits including five weeks' annual leave and 10.5 per cent superannuation.

Desirable:

- International relations experience, including a demonstrated portfolio in securing funding from donor agencies, ability to identify new funding opportunities and build relationships with a range of partner organisations.
- Career experience in a member-based or non-profit service organisation
- Experience in the research, writing and editing of grant proposals.
- A track record in managing financial audits
- A demonstrated commitment to the principles of the IFJ, that is, to freedom of the press and to trade unionism.
- Skills in campaigning and organising, preferably in human rights, trade union or journalist rights issues and proficiency on social media platforms.
- Training skills, or the willingness to develop training skills, will be an advantage.
- The ability to communicate in a language other than English will be an advantage, including one of the two other IFJ official languages (Spanish, French) and/or a language of the region (other than English).

Applications should address the selection criteria and include a brief resume, including a list of successful grant applications you have secured in previous employment including name of funder, amount secured and program focus.

Applications should be sent in writing via email with the subject heading "IFJ Project Manager application" to:

Asia-Pacific Regional Office
International Federation of Journalists
jane.worthington@ifj-asia.org

Please Note: Only shortlisted candidates will be contacted.