

**Job Description of Project Assistant- DANIDA project 2025**

**-------------------------------------------------------------------------------------------------Purpose**

To effectively supervise a portfolio of sub grants and provide support to grant holders and program teams to facilitate the delivery of quality projects on time and on budget in accordance with the donor grant rules.

**Key responsibilities:**

• In consultation with other members of the joint Grants Management Team at Defend Defenders and the National Coalition of Human Rights Defenders Uganda (NCHRD-U), implement transparent and effective grants management processes.

• Review grantee reports and monitor progress of projects to verify that grant holders are implementing grants to address agreed objectives in a timely manner and in-keeping with good practice.

• Work closely with colleagues to coach and support grant holders in the management of their activities, funding and partnership.

• The above responsibilities are indicative but not exhaustive and can be amended to reflect changing business requirements.

Below are more details of the focus of this role.

**Accountability and Working Relationships**

• Accountable to the Programs director.

• Works closely with all members of the Grants Management Team from both DD & NCHRD-U.

Works with members of the MEL, Communications and institutional Programmes teams.

**Grant Management**

• Review grant applications.

• Manage a portfolio of grants in accordance with established processes.

• Review incoming reports from sub regional grantees against predicted spend and assess whether on time and on budget.

• Review the narrative reports of grant holders and provide feedback on the level of achievement, need for further information and recommendations for improvement.

• Work with colleagues in the Grants Management Team to take appropriate decisions on holding or withdrawing of funding support to grant holders if necessary.

• Work with the Program Managers and Grants Coordinator to ensure that all payments to and from grant holders are executed in a timely fashion.

• Assist in developing narrative and financial report templates for grant holders within the different regions.

• Check that criteria for reviewing reports are well-defined and reviewed on a regular basis.

• Assist in the synthesis of reports and in drafting narrative documents and reports for donors.

**Monitoring, Evaluation and Learning**

• Work with the support and guidance of the Monitoring, Evaluation and Learning (MEL) Adviser to ensure that all projects have effective MEL plans in place.

• Provide guidance to partnerships on their MEL plans and the data/ evidence requirements of the programme.

• Work with the MEL Advisor to review data from across the portfolio of projects and assist in the analysis of programme progress, capturing programme learning and preparing briefing notes.

• Carry out joint monitoring visits to grant holder institutions, including up-country.

• Contribute to cross-programme sharing and learning activities and events.

**Support, Training and Learning**

• Build positive and trusting relationships with grant holders and other key stakeholders.

• Assist in developing new or updated resources and toolkits for grassroot HRD partnerships, and the delivery of coaching sessions and workshops.

• With other members of the Grants Management Team, identify grant holders with specific performance issues that need to be addressed and agree appropriate action to help resolve them.

**Team Support**

• Contribute to cross-Grants Management Team initiatives and support colleagues as appropriate.

Review and contribute to the strengthening of Grants Management systems and tools.

**Other**

• Contribute to the selection of funding proposals for new grants management programs.

**Qualifications:**

* A degree in Project Planning and Management, Monitoring and Evaluation, or a related field.
* Knowledge of grants management processes, including proposal review and compliance monitoring.
* Strong understanding of MEL frameworks, data collection, and analysis methodologies.
* Proven ability to support project implementation, monitoring, and evaluation processes.
* Excellent organizational and communication skills.
* Ability to work collaboratively in a team and adapt to changing project needs.

**Please forward your application to;**

The Human Resources Officer

National Coalition of Human rights Defenders – Uganda

Email; [info@hrdcoalition.ug](mailto:info@hrdcoalition.ug)

**Closing date: 5th March 2025.**