

JOB ANNOUNCEMENT

CRS currently manages projects funded by the German Cooperation through KfW. These projects support the provinces most affected by the Boko Haram crises and the Sudanese refugee crisis in eastern Chad. They aim to strengthen the long-term resilience of refugee-hosting communities. To do so, these projects will improve sustainable management of natural resources in and around host communities, access to social and economic infrastructure, access to and control of livelihoods to generate income, and social cohesion between host community members and newcomers. Under the supervision of STaRs project Chief of Party, the **Grants and Compliance Manager** will directly and indirectly support the country programs KfW financed projects, leading communications on financial issues, including compliance with related donor and CRS policies. This position requires strong demonstrated experience in the areas of finance and program management, as well as a strong knowledge of donor, funding mechanisms and requirements.

The position is based in one **country: Cameroon, Chad or Central African Republic.**

Primary Responsibilities:

- Serve as principal point of contact on global grant financial management and compliance issues with program staff, sub-grantees, CRS HQ Finance, and country program finance and compliance staff, ensuring that relevant staff are aware of donor requirements.
- Support agreement development/review/approval at both the CRS and sub-recipient levels, ensuring adherence to CRS and donor requirements.
- Provide support for the timely assessment of partner financial capacity and ability to adhere to specific donor requirements. Develop related action plans with program and finance staff to address any capacity/system gaps.
- Contribute to project start-up, mid-term and close-out meetings to ensure broad understanding of finance related requirements.
- Develop and maintain a reporting tracking and communications system to ensure that sub-recipients adhere to reporting deadlines, milestones, expiration dates, and donor approved changes in grant procedures.
- Support global grant management teams, country programs, HQ finance and compliance colleagues to address issues/questions on grand conditions and the need for modifications or clarifications.
- Prepare financial reports in CRS financial systems to support easy reconciliation and budget monitoring of projects.
- Review subrecipient and country level (as appropriate) monthly financial reports.
- Take the lead in working with program management in the preparation of donor financial reports as needed and facilitating HQ review prior to donor submission.
- Anticipate and assist Chief of Party and country program staff to respond to CRS and sub-grantee questions about budgets, spending and reporting, and encourage information sharing that will allow them to become familiar with requirements and practices of donor/CRS finance policy.
- Assist with financial audit preparation. Ensure timely closure of finance audit recommendations related to KfW grants; provide oversight of the preparation, implementation and monitoring of related action plans.
- Update as needed the finance section of the projects operations manuals in collaboration with the Finances Manager, Operations Manager, and global project staff.
- Develop tools and communications pieces as needed to ensure global grant staff and subrecipients aware of and implement donor policies on compliance issues such as proper time keeping, travel, and procurement.
- Oversee and lead the financial close-out of the projects, coordinating with country level and HQ level staff.
- Provide oversight in the development of cost applications, ensuring budgets are reasonable, accurate, and adequately reflect the costs of activities required to successfully carry out the program.

Qualifications and Experience:

- Bachelor's degree in Finance, Accounting, or related field. Minimum 5-8 years of progressive grants management experience
- Master's degree preferred.
- Professional qualification in accounting (ACCA, CPA or equivalent) preferred

Required Languages

- Fluency in oral and written communication French and English.

Knowledge, Skills and Abilities

- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint), Web Conferencing Applications, information management systems.
- Thorough knowledge of and experience with grant financial reporting
- Knowledge of JDE and/or Oracle enterprise systems preferred, understanding of Oracle Systems helpful. Strong knowledge of MS Office programs.
- Knowledge of fund accounting and US Government funding regulations for non-profit organizations.
- Experience in setting and monitoring complex budgets
- Strong communication and presentation skills. Demonstrated ability to train financial and non-financial staff of all levels.
- Excellent oral and written communication and interpersonal skills
- Self-guided, strong organizational and planning skills
- Desire to work in a collaborative, proactive, and multicultural team environment, but able to work independently
- Ability to maintain strong customer service

Required Travel: The position will require travel (15%). **Disclaimer:** This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

Application Process:

Step 1: Complete the application form by clicking on the attached link: [FORM](#)

Step 2: Send your application documents including your cover letter, CV, three references, and copies of relevant supporting documents — by email to crscameroon@crs.org, specifying “**Grants and Compliance Manager**” in the subject line.

Note: Your application will only be considered if both steps are properly completed.

Closing date: **November 27th, 2025**, at 4:30 pm

Incomplete applications or applications received after the deadline will not be considered.

This is a **local position** and is only open to nationals of Cameroon, Chad, or the Central African Republic who are currently residing in their respective countries.

Females' candidates are strongly encouraged to apply, and only shortlisted candidates will be contacted.

By applying to this job, I understand and acknowledge that this organization requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the agency Safeguarding Policy