

Grants Coordinator – Democratic Republic of Congo (DRC), French & English Speaking

Deadline:
26-05-2026

Contact person:
Jackson Joseph Qweah

Place of Work:
Goma

Who we are

In the Democratic Republic of Congo (DRC), DanChurchAid (DCA) has been implementing humanitarian programmes since 2004. DCA works to protect vulnerable communities and contribute to improved stability and social cohesion by addressing the impacts of conflict and displacement. Our activities include clearing explosive remnants of war and delivering protection and essential assistance to communities affected by conflict and forced displacement. At the core of DCA's approach is the belief that local communities are the most effective agents of sustainable change. We therefore prioritise strong partnerships and locally driven solutions in all areas of our programming.

Job Overview

The Grants Coordinator plays a central role in ensuring effective, compliant and high-quality management of funding-related activities across the full programme cycle. The position is based in Goma within the Programme Unit and reports to the Head of Programme.

The role supports proposal development, donor compliance, contract management, donor reporting, partnership coordination, programme quality assurance and donor visibility. It requires close collaboration with Programme, MEAL, Finance, Logistics, HR, Support teams, HQ colleagues and partners to ensure alignment with donor requirements, DCA procedures and contractual obligations.

Key Responsibilities

Grants Management, Programme Development and Donor Compliance

- Support the development of concept notes, project proposals, budgets, amendments and other programme development documents for institutional donors, including the US Government, ECHO, OCHA Country-Based Pooled Funds, EU and Danida.
- Consolidate inputs from relevant teams and produce high-quality drafts ensuring alignment between narrative, logframe, budget, indicators and donor requirements.
- Contribute to the development and review of logical frameworks, theories of change, indicators and technical narratives.
- Ensure proposal processes are properly planned, tracked and compliant with internal and donor requirements.
- Support full grant cycle management, including grant opening, implementation reviews, amendments and close-out processes.
- Ensure adherence to donor regulations, contractual obligations and DCA policies.
- Track key milestones, reporting deadlines and compliance requirements.
- Maintain proper grant documentation, filing and archiving systems.
- Facilitate cross-departmental coordination to ensure alignment between design, budgets and operational realities.
- Support donor mapping and funding opportunity tracking.

Reporting, Performance Tracking and Coordination

- Coordinate interim and final donor reporting processes, ensuring compliance with templates and deadlines.
- Lead or support quality reviews of donor reports to ensure accuracy and completeness.
- Monitor grant implementation against targets to strengthen accountability and transparency.
- Coordinate with MEAL to ensure effective monitoring systems and indicator tracking.
- Work with Finance to ensure financial compliance and accurate reporting.
- Support grant review and close-out processes, including lessons learned and corrective actions.
- Identify risks related to compliance and implementation, and support mitigation measures.

Partnership Coordination and Localisation

- Support implementation of DCA's partnership and localisation approach.
- Act as a focal point for local partners, including identification, due diligence and onboarding.

- Support management of partnership agreements, including sub-grants and MoUs.
- Facilitate partner coordination and follow-up on reporting, compliance and capacity needs.
- Coordinate internal support for partner capacity strengthening and performance reviews.

Communication, Visibility and Learning

- Ensure communication and visibility outputs align with donor requirements and DCA standards.
- Support development of donor updates, communication materials and visibility products.
- Facilitate internal knowledge sharing, lessons learned and best practices.
- Ensure all materials are compliant with protection, consent and conflict-sensitive standards.

Your Profile

- Minimum five years of relevant experience, including at least two years in grants management or donor-related roles.
- Experience working with institutional donors such as ECHO, EU, UN pooled funds, Danida or US Government funding.
- Strong competencies in proposal development, donor compliance, reporting and programme quality.
- Relevant degree in international development, business administration, project management or similar.
- Proven experience coordinating across multiple departments and stakeholders.
- Experience in partnership management and capacity strengthening.
- Strong IT skills, including Excel, Word and PowerPoint.
- **Fluency in English and French (written and spoken).**
- Strong organisational, communication and coordination skills.

What We Offer

- A 6-month contract, renewable based on funding and performance.
- A non-family duty station in Goma with potential in-country travel.
- A competitive salary package, including hardship allowance.
- Insurance in line with industry standards.
- The opportunity to contribute to meaningful humanitarian work in a complex environment.

How to Apply

Applications must be submitted by clicking on the below "Apply" button. Only applications submitted here will be taken into consideration. Your application must be in English and include, at minimum, a CV (maximum four pages) and cover letter.

Closing date: 26.th of May 2026. Applications will be reviewed on a rolling basis.

Only shortlisted candidates will be contacted and may be required to complete a written test.

For further information, please contact: Head of Programme – Joseph Jackson (jjjoq@dca.dk)

DCA encourages applications from all qualified candidates regardless of age, gender, race, religion, sexual orientation, disability or ethnic background.

All candidates must comply with DCA's Code of Conduct, PSEA policy and Child Safeguarding Policy, and pass mandatory background checks.