

Job Description



1. Job Details:

Position Title:	Award Administration Officer		
Reports to:	Head of Award Administration	Department:	Support Services

2. Job Purpose:

The Award Administration Officer will provide supervision of grant-making and post-award financial reporting and accounting for QNRF Programs; provide status reports, and to ensure policy and procedural compliance.

3. Job Dimensions: Key facts and figures which give an indication of the scope and scale of the job.

Annual Operating Budget/Project Budget/Sales Revenue:			\$ 0	
Number of Staff Supervised:	Direct Reports:		Contractor/Others:	# 0

4. Key Result Areas:

KEY RESULT AREAS

- Serve as primary contact to assure awardees comply with award terms, as specified in the QNRF Award documents
- Assist the Award Administration Manager in the financial, contractual and logistical implementation and oversight of QNRF grants
- Coordinate with program counterparts, support contractors, recipients and clients
- Work closely with Finance staff in the reconciliation of financial reports, approval and monitoring of grant payments and related financial issues associated with grants
- Supervise the Award Administration Assistant
- Assist in planning, scheduling and carrying out project site visits/administrative reviews/audits
- Consult with the general counsel regarding negotiations on final terms of awards
- Prepare documentation necessary to enable the financial manager to initiate periodic grant payments
- Reconcile records of payments to awardees and apply periodic tests to records and reports to detect indications of fraud or misappropriation of award funding

5. Operating Environment, Framework & Boundaries:

The Award Administration Officer will work primarily at QNRF's offices. Work outside of QNRF's offices will include site visits to grantees and other scientific organizations in Qatar. The he or she may also attend trainings and occasionally be asked to travel internationally.

6. Communications and Working Relationships:

- Award Administration Manager – For assignments and guidance on carrying out his or her assigned tasks
- The Program Officers – to work on status reports and to ensure policy and procedural compliance
- Awardees – to serve as a primary contact to assure compliance with award terms, as specified in the QNRF Award documents
- Finance staff – to work closely on the reconciliation of financial reports, approval and monitoring of grant payments and related financial issues associated with grants
- Award Administration Assistant - to supervise day-to-day activities
- General Counsel - to receive consultation regarding negotiations on final terms of awards

7. Problem Solving & Complexity:

- The Award Administration Officer must be able to draw on an understanding of grant policies and procedures at QNRF and recipient institutions; QNRF programmatic goals; procurement and financial procedures; and the legal and regulatory environment in which QNRF works to successfully draft award agreements.
- He or she will need to work with grantees and QNRF program staff to develop solutions for project payments, procurement, and other award support properly match research project requirements for the projects in his or her portfolio.
- He or she will need to draw on an understanding of finance and accounting to resolve issues with monitoring and reporting award payments.
- He or she will need to be able to supervise and evaluate an Award Administration Assistant.

8. Decision Making Authority & Responsibility:

- The Award Administration Officer is responsible for award agreements, payments, and procurement in his or her portfolio successfully meeting program goals while complying with all relevant policies, procedures, and regulations governing QNRF and the recipient institutions.
- He or she will be responsible for reporting to the Award Administration Manager on the administrative status of awards in his or her portfolio.
- He or she will be responsible for auditing of financial and procurement aspects of awards in his or her portfolio.

9. Knowledge, Skills & Experience:

What the job holder must know, what experience must the job holder have had and what must the job holder be able to do in order to achieve the principal Accountabilities

Knowledge:

- B.A./B.S. degree in Accounting, Business Administration or an equivalent discipline
- Knowledge of the legalities of grant-making preferred
- In-depth knowledge of Microsoft Excel is required

Skills:

- Demonstrated negotiation skills
- English language fluency required, Arabic strongly preferred

Experience:

- 3 to 5 years of contract management or award management experience
- Experience with proposal management and other back-office systems is desirable

10. Approvals:

Statements in this Job Description are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.

Approved:

Name:

Name:

Signature:

Date: