

Job Description: Grants & Reporting Coordinator – Sudan

Location: Remote

Reports to: Head of Programmes – Middle East & Africa

Contract type: Fixed-term consultancy

Contract duration: 8 months.

Time commitment: full-time

I. About the Project

Sudan Digital Resilience: Investigating Disinformation and Strengthening Media is a Thomson Foundation initiative supporting independent journalism, information resilience, and public interest media in Sudan's conflict-affected information space.

The project combines disinformation monitoring and analysis, journalist support, media capacity strengthening, audience-facing content, and targeted grants to Sudanese journalists and media actors. Through this work, the project seeks to strengthen trusted information ecosystems, support safer and more effective journalism, and contribute to greater resilience against harmful narratives and information manipulation.

II. Role Purpose

The Grants & Reporting Coordinator will support the effective administration of the project's granting component and contribute to accurate financial and donor reporting.

The postholder will coordinate the practical grants process, including grantee documentation, agreements, payment requests, expenditure tracking, follow-up on deliverables, and the maintenance of accurate grant files. They will also support the Head of Programmes and project team with financial reporting by ensuring that project costs are properly recorded, documented, and reflected in internal tracking tools and donor reporting inputs.

This is a coordination and administration-focused role. The postholder will not be expected to provide editorial oversight but will work closely with the project team, finance colleagues, partners, consultants, and grantees to ensure that grant processes are clear, compliant, timely, and well documented.

III. Key Responsibilities

Grants Administration and Coordination

- Support the administration of the project's grants component, ensuring that all grant processes are organised, transparent, and properly documented.
- Coordinate the preparation and management of grant agreements, supporting documents, payment schedules, and grantee records.
- Liaise with selected grantees to collect required documentation, including due diligence forms, bank details, signed agreements, receipts, invoices, activity updates, and final reporting materials.
- Maintain an up-to-date grants tracker, including agreement status, payment milestones, deliverables, deadlines, risks, and outstanding documentation.

- Coordinate payment requests with Thomson Foundation’s finance and programme teams, ensuring that all required supporting documents are complete before payments are processed.
- Follow up with grantees on pending documentation, activity progress, financial records, and reporting deadlines.
- Flag delays, documentation gaps, compliance issues, or delivery risks to the Head of Programmes and relevant project team members in a timely manner.
- Ensure grant files are complete, well organised, and accessible for internal review, donor reporting, and audit purposes.

Financial Tracking and Reporting Support

- Support the Head of Programmes with project financial reporting by ensuring that costs are accurately recorded, categorised, and supported by appropriate documentation.
- Work with finance colleagues to reconcile grant-related payments, consultant costs, activity costs, and other relevant project expenditure.
- Maintain clear records of committed, pending, and paid costs across the grants component and any other assigned project budget lines.
- Support monthly or periodic budget checks by identifying missing documents, unrecorded costs, budget variances, and follow-up actions.
- Assist in preparing financial inputs for donor reports, internal budget reviews, and project management updates.
- Ensure that all financial documentation is filed in line with Thomson Foundation and donor requirements.

Compliance and Documentation

- Ensure that all grantee and supplier documentation is collected and stored in line with Thomson Foundation procedures and donor compliance requirements.
- Support basic due diligence checks and documentation processes for grantees, consultants, and relevant project contributors.
- Maintain accurate records of contracts, agreements, invoices, receipts, payment confirmations, reports, correspondence, and approvals.
- Support compliance with safeguarding, data protection, procurement, financial management, and donor visibility requirements where relevant.
- Contribute to audit readiness by ensuring that records are complete, clear, and systematically filed.

Coordination and Communication

- Act as a key coordination point between the Head of Programmes, Project Manager, finance team, partners, consultants, and grantees on grant administration and reporting matters.

- Provide regular updates on grant status, payment progress, outstanding documents, and reporting needs.
- Attend relevant internal project meetings and contribute updates on grants, documentation, and financial tracking.
- Support clear communication with grantees on processes, deadlines, reporting requirements, and payment documentation.
- Help ensure that administrative and financial processes are clear, consistent, and realistic for Sudanese partners and grantees operating in a complex context.

Reporting and Learning

- Support the collection and organisation of grantee narrative updates, outputs, evidence of activities, and financial documentation.
- Contribute information to donor narrative reports, including grant progress, completed outputs, challenges, and lessons learned.

IV. Skills and Experience

Essential

- At least 3 years' experience in grants administration, project coordination, financial administration, donor reporting, or a similar role.
- Experience supporting small grants, sub-grants, partner agreements, consultant contracts, or donor-funded project administration.
- Strong organisational skills and attention to detail, particularly in relation to documentation, trackers, budgets, and deadlines.
- Experience maintaining grant files, payment records, budget trackers, or financial documentation.
- Good understanding of donor compliance requirements, including the need for clear documentation, approvals, and audit trails.
- Ability to coordinate with multiple stakeholders and follow up diplomatically but firmly on outstanding actions.
- Strong written and verbal communication skills in **Arabic** and **English**.
- Good working knowledge of Microsoft Excel, Google Sheets, shared drives, and document management systems.
- Ability to work independently, manage competing deadlines, and escalate risks when needed.

Desirable

- Experience working with media development, civil society, human rights, governance, or conflict-affected programming.

- Familiarity with Sudan’s operating context or experience working with Sudanese partners, journalists, or civil society actors.
- Experience supporting financial reporting for donor grants.
- Understanding of safeguarding, data protection, and risk management in fragile or conflict-affected settings.

V. Deliverables

- Updated grants tracker maintained throughout the contract period.
- Complete grant files for each grantee, including agreements, due diligence documentation, payment records, deliverables, and final reports.
- Regular updates to the Head of Programmes on grant status, risks, payment progress, and outstanding documentation.
- Payment request packs prepared and submitted in line with internal procedures.
- Financial reporting inputs prepared for internal reviews and donor reports.
- Organised documentation folder for audit and donor reporting purposes.
- Summary of grant progress, outputs, challenges, and lessons learned at the end of the assignment.

VI. How to Apply

Interested candidates should submit a CV and a short motivation letter outlining their relevant experience and suitability for the role.

Applications should be sent to: mea.recruitment@thomsonfoundation.org

Email subject line: Grants & Reporting Coordinator – Sudan

The motivation letter should briefly address the candidate’s experience in grants administration, financial documentation, donor reporting, and coordination with partners or grantees.

Sudanese candidates are highly encouraged to apply.

Deadline for applications: 10 July 2026

Only shortlisted candidates will be contacted.