

Job Title: Grants Officer

Location: Lilongwe, Malawi

Reporting to: Executive Director

Type of Contract: Full-time

Application Deadline: 6th January 2026

About HarvestGlow

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HarvestGlow is a community-centered organization legally registered by the Government of Malawi working to advance agroecology, climate-smart agriculture, food sovereignty, water access, and resilient livelihoods. We partner with smallholder farmers, community institutions, networks, and development actors to promote sustainable food systems and climate resilience in Malawi and the wider region. Through partnerships, grants, and collaborative initiatives, HarvestGlow supports communities to thrive while protecting natural ecosystems for future generations.

About the Grants Administration Function

The Grants Administration function at HarvestGlow ensures that donor resources are managed transparently, efficiently, and in full compliance with donor and regulatory requirements. The function supports the entire grant lifecycle, including grant agreements, compliance, reporting, payments, systems development, staff support, and continuous process improvement.

Purpose of the Role

The Grants Officer is responsible for ensuring that HarvestGlow's grant-making and grant management processes are executed professionally, accurately, and on schedule. The role supports grant documentation, donor compliance, payment coordination, reporting processes, and internal capacity building, while working closely with leadership, finance, and program teams.

Main Responsibilities

1. Grants Administration (50%)

- Provide day-to-day administrative support for all donor-funded grants and projects.
- Manage grant agreements, amendments, and related documentation, ensuring completeness and compliance with donor requirements.
- Monitor grant timelines, reporting deadlines, and payment schedules to ensure timely execution.
- Coordinate grant payment requests with the finance team and follow up on disbursements.
- Manage payment corrections, urgent payments, and exceptional grant situations, proposing solutions and ensuring proper documentation.
- Conduct grant and payment reconciliations and maintain accurate grant records.
- Generate internal reports on grant status, funding pipelines, payments, and compliance.
- Identify risks or delays in grant processes and proactively escalate issues.
- Act as a backup on grants administration matters when required.
- Support other grants-related administrative and operational tasks as assigned.

2. Legal and Donor Compliance (20%)

- Support monitoring of donor compliance requirements and contractual obligations.
- Assist in ensuring adherence to donor rules related to eligible costs, reporting standards, safeguarding, and accountability.
- Support due diligence processes, donor audits, and compliance reviews.
- Track compliance actions and follow-ups to ensure timely resolution.
- Serve as a resource person for compliance-related queries from staff and partners.

3. Process Development and Grants Management Systems (10%)

- Support continuous improvement of HARVESTGLOW's grant-making and grant management processes.

- Contribute to the development and updating of grant administration manuals, templates, and tools.
- Support the use and improvement of grants management systems, databases, and trackers.
- Identify opportunities for automation, improved controls, and operational efficiency.
- Assist with system testing, troubleshooting, and documentation.

4. Training, Support, and Internal Capacity Building (20%)

- Respond promptly and professionally to grant-related queries from staff, management, and partners.
- Support onboarding of new staff on grant-making and donor compliance processes.
- Assist in developing and delivering internal training on donor requirements and grant administration.
- Prepare guidance notes, checklists, and reference materials.
- Promote a culture of accountability, transparency, and learning across the organization.

Position Requirements

Education and Experience

- Advanced University degree in Business Administration, Finance, Law, Development Studies, or a related field.
- Minimum of 5-6 years relevant experience in grants administration, donor-funded project management, or nonprofit administration.
- Experience working with donor agreements, compliance frameworks, or legal documentation is an asset.
- Experience working with NGOs, community-based organizations, or foundations is highly desirable.

Skills and Competencies

- Strong organizational, prioritization, and time-management skills.
- Ability to manage multiple deadlines with accuracy and attention to detail.
- Experience with grants management systems, CRMs, or databases highly desirable.

- Knowledge of banking processes, grant payments, and financial controls is an advantage.
- Excellent written and verbal communication skills.
- Advanced proficiency in MS Office, particularly Excel and Word.
- Strong problem-solving skills and ability to work independently under pressure.
- High level of integrity, professionalism, and discretion.

Language and Values

- Excellent written and spoken English required; local languages
- Strong commitment to HarvestGlow's mission, values, and safeguarding principles.

How to Apply

Interested candidates should submit:

- A detailed Curriculum Vitae (CV)
- A cover letter explaining their suitability for the role

Applications should be sent to info@harvestglow.org and harvestglow2020@gmail.com by 6th January 2026, the email subject headline: **Grants Officer-NAME**

Please note that **only shortlisted candidates will be acknowledged**. No phone inquiries will be accepted.

HarvestGlow is committed to safeguarding and promoting the welfare of communities and vulnerable groups. All staff are expected to uphold the highest standards of integrity, accountability, and ethical conduct.