



Sudanese American Medical Association

Job Description: Manager of Grants and Programs

Position Overview

SAMA is seeking a highly motivated and skilled Grants and Programs Manager to support its mission of providing humanitarian relief in Sudan. Based in Cairo, the Manager will oversee donor relations, manage the full grant lifecycle, ensure compliance with donor requirements, monitor funded projects, and lead reporting responsibilities. The role has a special focus on health sector initiatives, gender-related issues, and food security, contributing to SAMA's strategic priorities. We are seeking a team player who is proactive, collaborative, and solution-oriented.

Key Responsibilities

Grant and Program Management

- Identify potential funding opportunities from INGOs, NGOs, institutional donors, foundations, and other grant-making entities.
- Develop SAMA's internal processes to align with UN funding requirements.
- Develop, review, and submit high-quality grant proposals aligned with SAMA's mission and programs.
- Oversee funded projects to ensure proper implementation within the health, gender, and food security sectors.
- Maintain and update a comprehensive grants calendar to ensure timely submissions and deliverables.

Donor Relations

- Serve as the primary point of contact for donors regarding grants and program proposals.
- Prepare and submit high-quality donor reports in compliance with grant requirements.
- Build and maintain strong, transparent, and professional relationships with donors.

Financial Oversight

- Collaborate with the finance team to ensure accurate grant budgeting and expenditure tracking.
- Monitor grant disbursements to ensure proper and transparent use of funds.
- Support financial reporting and audits related to grants.



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Program Support and Reporting

- Work closely with the Sudan team to align grant activities with project objectives.
- Lead the preparation of regular reports on project performance, compliance, and impact.
- Monitor and evaluate funded projects to ensure they deliver meaningful results in the health, gender, and food security sectors.

Capacity Building

- Train staff on grant compliance, reporting, and proposal development.
- Develop and strengthen internal systems to improve grants and programs management processes.

Work Schedule

- Location: Cairo, Egypt
- Hours: 1:00 PM to 7:00 PM Cairo Time, six days per week.
- Saturday: In-person workday.
- Remote Work: The role is primarily remote, except for in-person work on Saturdays.
- Hours may change due to daylight savings adjustments in U.S. Central Time

Qualifications

Essential Criteria

- Bachelor's degree in a related field.
- Excellent communication, negotiation, and presentation skills.
- Strong reporting, writing, analytical, and organizational skills.
- Fluency in English and Arabic.
- Must possess a personal laptop and reliable internet access.
- Must hold legal residency status in Egypt that allows receiving payments from the USA.
- Must be a collaborative team player, adaptable, and willing to go beyond set hours when needed.

Desired Criteria

- Experience working in humanitarian, health, or gender-related organizations.
- Knowledge of donor compliance requirements (USAID, UN, EU, etc.).
- Experience in grants management, program coordination, or fundraising.



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Reporting Structure

The Manager of Grants and Programs will report directly to the Strategic Operations Committee (composed of the President, Executive Director, Director of IT/HR/contracts, and relevant advisory board members) and collaborate closely with the Humanitarian Relief team in Sudan.

Duration of contract:

One-year fixed-term contract - renewable upon successful performance

Performance Management and Termination

- Reports to the Director of HR
- Monthly performance evaluations will be conducted to assess grant application submission, grant success rates, donor satisfaction, compliance, reporting quality, and overall contribution to SAMA's mission.
- In the event of poor performance, the Manager will receive a first and final warning along with a one-month notice period to improve.
- If performance does not improve within the notice period, the employment contract will be terminated.
- SAMA also reserves the right to terminate this agreement under the following conditions:
 - Failure to meet quality standards or deadlines.
 - Breach of SAMA's Code of Conduct, confidentiality clause, or intellectual property rights.

Confidentiality and Compliance

- Maintain strict confidentiality regarding SAMA's donor information and organizational data.
- Adhere to all SAMA policies and ethical standards.

Compensation and Benefits

- Salary: \$1,000 per month.
- Benefits: None provided.
- Travel Requirement: None.



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Application Process

- SAMA website
 - Video submission as part of the application form
 - The application will close once the position is filled
 - Applicants of all genders are encouraged. Candidates with a deep understanding of gender dynamics in Sudan and experience advancing gender equity are especially welcome; females are strongly encouraged to apply.
- Review of forms
 - Abdulmajid
 - Mohamed almahal

Date	Time	Activity
9/1/2025		Open application
9/7/2025 & 9/14/2025	3 pm Cairo Time	First interview with the Sudan team
9/20/2025	5 pm Cairo Time	Interview with the selection committee
10/1/2025		Start date