



## **Associate Grants Officer – Zambia (Temporary Role)**

Location: Lusaka, Zambia

Job Reference: AGO/PD/ZM/05/2026

### **AGRA and its Work to Transform Agriculture**

AGRA is an African-led institution that actively supports the drive towards inclusive agricultural transformation and sustainable food systems. We do this by empowering the continent's 33 million smallholder farming households to transform their agriculture from a struggle to survive to profitable businesses. The continent's farmers regularly face challenges, and we aspire to provide uniquely African solutions that respond to their agricultural and environmental challenges, leading to increased harvests for reduced hunger and more income.

Working in alignment with the development priorities of our focus countries, we enable farmers to access improved and high-yielding seeds, gain knowledge on sustainable farming, and linkages to profitable markets.

In our work, we aspire to build the alliances, partnerships, and networks required to drive an inclusive agricultural transformation. We work with our partners to create an equitable youth-friendly environment that harnesses the youth dividend on the continent to drive growth and facilitate open employment opportunities for young women and men. We achieve our key objectives through a focus on the following four areas of intervention:

1. Policy and state capability - We support governments in creating an enabling environment for private sector involvement in agricultural transformation.
2. Seed systems – We trigger higher productivity by increasing the availability and access to improved seeds by farmers allowing them to increase their harvests for food security and better incomes.
3. Sustainable farming – We support farmers in building resilient farming systems for sustained high yields through interventions such as mechanization and irrigation.
4. Inclusive markets and trade – We work to increase the linkages between farmers, and other market actors for a positive, sustained cycle of commercialization and reinvestment.

### **Why Join Us?**

People are the heartbeat of our organization and remain the true drivers of our delivery, impact, and success.

We have cultivated a workplace that fuels Depth in Collaboration, Excellence in Execution, Constructive Engagements, and a spirit of being Increasingly Entrepreneurial; all underpinned by our cherished I-RISE Values (Integrity, Respect, Innovation, Stewardship and Equity)

We work with incredible people and partners who have roots in farming communities across the African continent combined with an inclusive, diverse, and talented workforce from over 25 nationalities. Our commitment to a call to action goes beyond ourselves as we arise to catalyze African Food Systems transformation and improve the livelihoods of smallholder farmers.



We are looking for people who are passionate about being part of a mission-driven team that is making a real difference on the continent; love to work on cutting edge Ag technologies; and able to grow their skills, expertise, and experience career growth, while enjoying very competitive compensation and benefits.

*Are you ready to embark on this exciting transformative journey with us?*

## **The Position**

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The Associate Grants Officer, as part of the grants management team will be responsible for working flexibly and collegially in offering support to the Country Team in pre-award and post award functions.

S/he overseas will support country teams including the In-country GO and the HQ Grants team execute grants-related functions e.g. financial reports reviews, expenditure validation and grantee compliance with AGRA's internal policies and processes.

### **Key Duties and Responsibilities:**

- Manage day-to-day project and In-Kind grants management of grantees within their portfolio
- Creates and maintains a grant tracking database through AMIS and other tools to monitor the flow of project proposals from the time full grant documentation is received in the grants unit to the time a grant award is issued, and the first payment is made.
- Identifies grantees requiring technical assistance and provides relevant training on AGRA grants compliance and reporting requirements.
- Conduct pre-award due diligence for potential grantees including organization capacity assessments.
- Ensure adherence to donor compliance requirements by grantees during the life of the grant post grants issuance.
- Provide advice to the country leadership on In-Kind grants compliance requirements.
- Collaborates with country leadership, and HQ regional grants officers in implementing systems, policies, and procedures related to In-Kind grants administration in Zambia.
- Collaborates with the program staff to analyze, revise and formalize any necessary modifications and/or amendments to grants and contracts.
- Builds capability of the AGRA In-Kind grantees within Zambia through providing trainings and technical backstopping on M&E systems and tools as required.
- Advocates for compliance with donor and AGRA-specific regulations for In-Kind grant making and all applicable delegation of authority policies, as they relate to signatory powers and thresholds.
- Engages and follows-up with the program staff for timely grants closure.
- Track grant-making pipeline, RFCN processing and GAL issuance.
- Ensure complete and accurate expenditure support documentation is uploaded by grantees and AGRA to AMIS in compliance with MCF and other donors as appropriate.
- Organize grants charter reviews and compiles grant materials for GC review.
- Conduct grantee monitoring and portfolio performance health checks.



- Prepare and conduct start-up orientation workshops for new awards and coordinate monthly / quarterly meetings with project staff to ensure grant contract clauses and all project-related requirements are complied with.
- Assesses that all grant and contract documentation assembled by program staff is complete and accurate and complies with all AGRA and donor policies and procedures.
- Organizes and schedules reporting requirements and payments for all new grants.
- Ensure accurate data entry and filing of on AGRA's annual grant making budget in AMIS.

**Key Qualifications and Experience required:**

- At least a Bachelor's degree in commerce or Finance or related and an accounting certification.
- Experience in a grant making environment and demonstrated donor compliance
- Demonstrated experience in financial management
- Ability to train grantees on grants & compliance
- Strong problem-solving skills and a motivation to improve policies and procedures systematically.
- Excellent organizational skills, commitment to accuracy and to maintaining a timely and efficient workflow, and extremely detail-oriented with the ability to work under pressure.
- Excellent interpersonal skills: courtesy, tact and patience.
- Ability to multi-task and to prioritize work

If you believe you are the right candidate for this position, kindly submit your application with a detailed CV including your e-mail and telephone contacts) to [recruit@agra.org](mailto:recruit@agra.org). Please quote the job reference number in the subject line of the application e-mail.

**Applications must be received on or before 28<sup>th</sup> May 2026. Due to the large volumes of applications we usually receive, we will only be able to contact those candidates who are shortlisted.**

For more information on the AGRA, visit [www.agra.org](http://www.agra.org).

**AGRA is an Equal Opportunity Employer**