

GLOBAL EMERGENCY GROUP

Finance, Compliance and Grants Coordinator

Closing date 30 Oct 2026

Location DRC based /home based for DRC Nationals

Position Type: Consultant (40 hours per week)

Length of Contract: 3 months with possibility of extension

Compensation: Rates competitive for DRC

Start Date: ASAP

Background

Global Outbreak Response Support (GORS) delivered by Global Emergency Group, Inc. (GEG), under a cooperative agreement with the U.S. Department of State's Bureau of Global Health Security and Diplomacy (GHSD), provides rapid activation, surge response, and transition support enabling countries to detect, contain, and recover from infectious disease outbreaks. GEG leads GORS as the prime recipient, building on its ongoing role as Field Programs Support lead for Team Credence on the Humanitarian Assistance Support Contract (HASC). Founded in 2007, GEG delivers GORS through a global network of regional response hubs, a pre-vetted surge roster, and embedded in-country teams that mobilize within hours of an authorized outbreak response.

Reporting/Communication Lines

The Finance, Compliance and Grants Coordinator reports to the GORS Senior Operations Lead for work planning, delivery and performance and receives functional technical oversight from the GEG Finance Lead. The Finance Compliance and Grants Coordinator works closely with the Program Director, Senior Technical Director, designated subaward managers, Senior Operations Lead, A2A Technical Lead and Senior MEL Officer.

Scope of Work

Position Description

The Finance, Compliance and Grants Coordinator is responsible for accurate, compliant and decision-useful financial management for readiness, activations, partners, technology and expenditure-to-results reporting.

The Finance, Compliance and Grants Coordinator will:

- Maintain the program budget, forecasts, burn rate, activation scenarios and cost allocation across fixed and activation-dependent activities.
- Ensure every material cost links to an approved activity, output, result and responsible function.

- Jointly develop, test and maintain rapid-activation finance procedures with Finance leadership and the GORS team, covering emergency budgets, advances, payment processing and reconciliation, including delegated and backup approvals.
- Review potential new subawards to ensure due diligence, past performance, and eligibility requirements are followed in accordance with award requirements and flow-down provisions.
- Financial onboarding for new personnel.
- Manage payroll and expense processing for personnel including performing monthly reconciliations for any credit card company charges.
- Administer approved personnel-related financial processes in coordination with HR and qualified country-specific advisers. Contribute financial inputs to personnel and travel policies; refer policy approval and employment-status decisions to authorized GEG management
- Coordinate partner financial monitoring with designated subaward managers and technical leads; verify required technical acceptance and supporting documentation before payment processing under applicable terms and delegated authority.
- Produce financial reports and decision briefs for the Program Director, Senior Technical Director, Senior Operations Lead and GEG Finance Manager, highlighting commitments, forecasts, variances and implications for delivery.
- Prepare funding requests and financial reports in the formats and at the intervals required by the applicable award, for authorized review and submission. Maintain a calendar of applicable financial compliance obligations.
- Produce monthly accounting of all expenses for submission to GHSD.
- Support expenditure-to-results reviews and flag where spending, delivery and performance diverge.
- Maintain separation of requisition, technical acceptance, authorization, payment and reconciliation, with alternative controls where staffing is limited
- Support Analysis-to-Action (A2A) Hub in lifecycle-cost modelling.
- Ensure compliance with all USG financial requirements.

Required Position Qualifications

- Relevant degree/professional qualification in finance, accounting, grants management or a related field.
- At minimum 5 years of donor-funded program and finance experience, preferably including USG and emergency operations.
- Demonstrated experience adhering to USG award requirements and ability to translate award provisions into actionable award management procedures.
- Experience managing subrecipients and subcontracts.
- Strong experience in budgeting, forecasting, subaward monitoring, audit readiness and rapid-response finance.
- Ability to translate financial data into clear management decisions under time pressure
- Excellent attention to detail in maintaining organized and accurate financial and programmatic records across multiple projects and countries.
- Fluent professional English and French; additional languages and international experience are assets.
- DRC nationality or African regional nationality a prerequisite

Competencies/Performance Criteria

- Adherence to and promotion of the GEG Way.

Travel Frequency

The Finance Compliance and Grants Coordinator may conduct occasional planned travel to support program meetings, workshops, simulations, or response activities as required.

Working Conditions

The Finance Compliance and Grants Coordinator will work from their home base in the DRC if a DRC national, or will be based in the DRC if a national from a country within the region. Working hours will be scheduled within the contracted 40-hour weekly allocation, with hours aligned to DRC operations and agreed overlap across relevant time zones. Emergency support will follow agreed activation and backup arrangements. The Finance, Compliance and Grants Coordinator adheres to GEG security management directives and policies.

Benefits

As personnel dedicated to GORS delivery, the Finance, Compliance and Grants Coordinator will have access to those Global Emergency Group benefits available in DRC.

About Global Emergency Group

Founded in 2007, GEG is a benefit corporation that supports vulnerable people affected by crisis in more than 52 countries by providing a broad range of humanitarian support services to a wide range of organizations, including the United Nations, the International Red Cross and Red Crescent Movement, donor governments, companies, major international and national NGO's and local communities. Every day, these organizations and communities rely on GEG's emergency response expertise, and on the combined capabilities and dedication of its people to implement strategies, find solutions and seize opportunities to assist the world's most vulnerable people.

Global Emergency Group is committed to being an equal opportunity employer and recruiting people of diverse backgrounds and experiences. GEG does not discriminate on the basis of race, religion or belief, color, gender, sex, sexual orientation, marital status, family structure, age, medical condition, disability, ancestry, national origin or ethnic group. All recruitment decisions are made on the basis of qualifications, merit and business need.

How to apply

Please send your motivation letter and CV **in English to talent@globalemergencygroup.com no later than 30 October 2026, with Finance, Compliance and Grants Coordinator – GORS as the subject title of your email.**