The Border Consortium

Appendix A: Job Description

1.0 Job Description				
Position Grants Manager	**Department** Finance	**Reports to** Programme Management Specialist	**Reportees/Supervision** No	**Grade** G

2.0 Purpose

This position will monitor and report on programme achievements and challenges, compliance with donor regulations and lessons learnt by TBC and sub-grantees in South East Myanmar.

3.0 Job Responsibilities, Duties & Tasks

1. Produces reports required for donors and TBC HQ, including monthly, quarterly, and final donor reports; informal information requests.
2. Compiles financial and non-financial data (in coordination with Program Management Specialist for the preparation of internal reports, compliance reports, and grant billings.
3. Supports administration of donor and sub-grantee contracts.
4. Assists in programme development, particularly in the Theory of Change, MEAL and/or log frame.
5. Monitor compliance of sub-grantees vis-à-vis donor regulations.
6. Monitor programme implementation of sub-grantees vis-vis donor regulations.
7. Works with appropriate internal and external stakeholders to gather data for reports and ensure that proper records are maintained.
8. Works with Programme Management Specialists to communicate relevant grant information with donors and all appropriate internal users.
9. Prepares written and statistical reports for various audiences.
10. Conducts occasional field visits in accordance with the monitoring and evaluation plan and in coordination with Program Management Specialist or other TBC staff.
11. Develops and maintains a tracking system that provides frequent updates on fund-flows, reporting requirements, audits, contract deliverables and budget revisions.
12. Communicates with donors about grant management issues.
13. Maintains flexibility to take on added responsibility as and when needed.

4.0 Job Specification (Minimum Job Requirements)

Education	Experience in humanitarian or related field	Experience in specific field or closely-related job
A Master's degree in relevant discipline and a minimum of 2 years of experience or a Bachelor's degree in relevant discipline and a minimum of 5 years of experience	Familiarity with international humanitarian operations, coordination structures, and the mandates of donors, UN agencies, and other NGOs	- Prior experience in grant management and/or monitoring and evaluation in relief or development programming. - Knowledge in finance and budgeting - Ability to exercise sound judgment and make decisions independently - Extremely flexible, and have the ability to cope with stressful situations - Strong analytical skills with macro view - Team player and strong communication skills, both oral

Please initial your acknowledgement.....

		and written - Proficient in computer applications, especially with MS Word and MS Excel, MS PowerPoint a plus - Experiences working in a multi-cultural environment - Strong written and oral communication skills with an enthusiasm for writing - High fluency in English is imperative– Burmese language skill is a plus

5.0 Decision-Making & Authority
Medium

6.0 Other	
Location Bangkok with some field and regional travel	**Preparation Date** May 2016

Please initial your acknowledgement.....