Job Description

1.0 Job Description				
Position	**Department**	**Reports to**	**Supervision**	**Grade**
Grants and Compliance Officer	Program Development and Quality Assurance (PDQA)	Head of PDQA	-	E

2.0 Purpose

The Grants and Compliance Officer helps ensure that TBC's grant portfolio is well managed, compliant and of a consistently high standard. The role helps draft new proposals, concept notes and funding agreements with program teams, Finance and the Senior Management Team. It contributes to TBC's in house quality control by reviewing proposals, reports and donor submissions for accuracy and consistency before they go out. The role tracks donor obligations across the portfolio, including reporting deadlines, contract deliverables, audits and budget revisions. It also maintains TBC's due diligence and regulatory documentation. It supports donor engagement through timely updates and briefings and contributes to donor related monitoring and evaluation. It also plays a part in fraud risk management through the Fraud Risk Management Committee.

3.0 Job Responsibilities, Duties, and Tasks

- Draft new proposals and concept notes in collaboration with program teams, Finance and the Senior Management Team, including narrative sections, logframes and annexes.
- Review new donor agreements and summarise the key compliance obligations for the relevant staff. These include reporting, eligibility of costs, procurement, visibility, safeguarding, anti fraud and data protection.
- Helps to maintain an up to date library of due diligence and regulatory documents, such as registration, policies, audited accounts and safeguarding and counter terrorism documentation. Complete donor due diligence questionnaires and assessments.
- Monitor downstream partner compliance with donor requirements and communicate directly with partners when required for donor management purposes.
- Coordinate preparation for donor audits, evaluations and verification visits, and track follow up on their recommendations.
- Helps to maintain a grants tracker covering all active grants, including reporting deadlines, audits, evaluations, contract deliverables, budget revisions and amendments.
- Support in house quality check on all proposals, reports and donor submissions before sign off.
- Review budgets and financial reports alongside narrative reports. Ensure activities, targets, results and expenditure match, and resolve any discrepancies with Finance and program teams.
- Check logframes, indicators and results data against monitoring and evaluation systems for accuracy and consistency.
- Proofread, edit and fact check all donor documents to donor standards and formats.
- Strengthen and polish drafts prepared by the Senior Management Team so they are ready for submission.
- Prepare and compile donor reports (monthly, quarterly, interim, annual and final) using data from staff, partners and monitoring and evaluation systems.
- Contribute to donor related monitoring and evaluation, including results frameworks, indicator tracking, post distribution monitoring and evaluation Terms of Reference.
- Prepare briefing documents, talking points and presentations for senior management ahead of donor and stakeholder meetings.
- Conduct field visits aligned with the monitoring and evaluation plan, in coordination with relevant TBC staff, and document lessons learned.
- Participate in the Fraud Risk Management Committee, support investigations as required and integrate risk assessments into project planning and reporting.

4.0 Job Specification (Minimum Job Requirements)		
Education	**Experience in humanitarian or related field**	**Experience in specific field or closely related job**
Bachelor's or master's degree in international development, public policy, or another relevant field	• At least 6 years of experience in humanitarian or development work, including at least 3 years in a donor facing grants role. • Demonstrated experience working with international humanitarian operations, coordination structures, and the mandates of donors, UN agencies and other NGOs.	• Proven experience in proposal development and donor reporting for institutional donors, both quantitative and qualitative. • Sound knowledge of donor regulations and compliance frameworks, including due diligence, safeguarding and anti fraud requirements. • Ability to read and interpret donor budgets and financial reports and reconcile them with narrative reporting. • Experience in donor related monitoring and evaluation, including logframes, indicators and results frameworks. • Data management experience and advanced MS Excel skills. • Exceptional attention to detail and very high standards of accuracy and compliance. • Excellent written English, with the ability to edit others' work to a standard ready for submission. • Ability to manage multiple deadlines across several donors at once. • Team player with experience working in a multicultural environment. • Fluent English. Burmese, Thai or Karen is a plus.

5.0 Decision-Making & Authority
Low

6.0 Other	
Location Mae Sot with some field travel	**Version** November 2026

How to Apply:

Interested candidates should submit their CV/resume, including contact details for three professional references, together with a cover letter explaining their suitability for the position, no later than **18 December 2026** to **hr@theborderconsortium.org**.

Please clearly indicate **"Grants and Compliance Officer"** in the email subject line.
Only shortlisted candidates will be contacted.