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| **JOB TITLE: Grant Manager (GM)** | | |
| **LINE MANAGER:**  **Deputy Finance Director (DFD)** | **GRADE: E** | |
| **BUDGET RESPONSIBILITY: Nil** | **WORK LOCATION: Phnom Penh, Country Office** | |
| **TEAM: Program Support** | | |
| **INTRODUCTION**  CARE is an international development organisation fighting global poverty with a special focus on working with women and girls to bring sustainable changes to their communities.  CARE aims to tackle the underlying causes of poverty and social injustice and to bring lasting change to the lives of poor and vulnerable people.  Founded in 1945, today CARE works in over 90 countries around the globe. CARE has been working with Cambodians since 1973, with an office in Phnom Penh since 1991.  Today, CARE focuses on empowering particularly marginalised and vulnerable women in Cambodia, including urban women who are marginalised by occupation, rural women who are denied multiple rights, and women and girls from ethnic minorities. | | |
| **PURPOSE OF THE POSITION**  The Grant Manager (GM) will lead and be responsible for all aspects of grant management for CARE Cambodia across all programs in relation to CARE direct grants; grants to Partner's and/or sub-grantees. The GM will manage all partner and sub-grantee finances and contracts.  The GM will provide regular in depth analysis of all CARE program/project implementation against budgets in order to facilitate the decision making processes for correct and efficient grant management.  This position is based in Phnom Penh with regular travel to other sites as required.  This position line manages a Senior Grant Officer. | | |
| **MAIN RESPONSIBILITIES**  **STRATEGY AND LEADERSHIP**   * In cooperation with other senior managers promote organisational cohesion and learning through coordination and information sharing with and between all staff; * Develop quarterly work plans that are aligned to the annual project work plans and budget in order to meet the project activity deadlines; and * Demonstrate a passion and commitment to CARE’s approach and values including gender equality, ethnic diversity and cultural sensitivity and inspire leadership on these issues through the CARE Cambodia team.   **GRANT AND DONOR MANAGEMENT**   * Lead the effective and efficient implementation of all grant and donor management activities according to the project proposal/design, budget to facilitate high quality outcomes for all programs; * Ensure quarterly work plans are developed for staff in order to implement project activities as per the work plan; * Collaborate with Program/Project Managers to develop budget revisions, change frames, No-Cost Extension (NCE), Costed Work Plans (CWP) including follow up with updated of CWP’s for all projects; * Ensure all Project’s budgets use the appropriate exchange rates and include inflation in budget revisions; * Provide budget technical advice, to ensure that donor approved budgets are used effectively to achieve expected outcomes of the project(s); * Provide accurate financial information prior to submission to the relevant stakeholder(s); * Coordinate with Finance to provide Share Program Costs (SPCs) and understand how SPC is applied in projects; * Maintain the monthly share program staff and advisors allocation, field office personnel and office running costs allocation; * Review monthly financial reports to ensure expenditure is on track against CWPs; provide analysis of burn rate on direct staff and activities budgets; initiate appropriate follow up actions as needed in coordination with Program/Project Manager; * Support Program/Project Managers with project closure processes in line with the Country Office Finance Manual (COFM) and coordinate with the administration department for handover of assets; * Provide oversight of partner & sub-grantee in donor compliance and financial management; * Oversee Senior Grant Officer to assess partners, identify gaps in partner capacity in terms of financial management and provide training; * Oversee timely & accuracy of submission of financial report or acquittal by partner or sub-grantee * Proactively alert Program/Project Manager(s) of all reporting deadlines; * Review draft Individual Project Implementation Agreements (IPIA’s) in coordination with DCD-PS/DCD-P for Country Director (CD) sign off; * Ensure all project had IPIA/donor contracts are in place at the start of each project and amended IPIA’s are in place for all budget revisions; * Provide signed IPIA’s to finance to facilitate the request for project numbers and fund codes; * Oversee the Program/Project Managers preparation of all Memorandums of Understanding (MoU’s), Partner Agreements or sub-grantee contracts to ensure CARE’s accountability and contractual obligations are covered; and * Ensure systematic filing system for documents in sequential order and all files are placed in a secure place (to avoid unauthorised access of documents).   **PARTNERSHIPS AND NETWORKING**   * Participate in  related forums, workshops, meetings, or other events as required; and * Provide clear explanations of the grants and CARE’s work in Cambodia to partners, government agencies and other relevant stakeholders.   **TEAM SUPERVISION**   * Support a culture of constant learning by playing an active role in capacity strengthening, coaching and mentoring of the team; * Coordinate the team to ensure that performance indicators are developed, monitored and achieved; and * Oversee and manage the work of direct reports, including leading effective team work and relationships and ensuring regular team meetings and communications to the team   **OTHER RESPONSIBILITIES**   * To proactively manage the APPA process including the annual appraisal, midyear review and regular 1:1 meetings, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities; * Engage in emergency preparedness, assist in emergency response as required; * Promote a safe and secure work environment; foster a culture of safety and security awareness and consistently follow all CARE safety and security policies, procedures and directives; * Demonstrate an understanding of gender equality and women’s empowerment and a commitment to CARE’s approach and values including ethnic diversity and cultural sensitivity; * Uphold and promote CARE’s commitment to Child Protection and the Protection from Sexual Harassment, Exploitation and Abuse; and * Comply with CARE Cambodia’s Financial, Human Resources and Operational requirements, foster strong communication between operations and programs teams and uphold high standards of honesty and integrity in personal conduct. | | |
| **EXPERIENCE AND QUALIFICATIONS**   * Minimum Bachelor degree in Accounting and Finance or equivalent and/or minimum 5 year relevant work experience, preferably in Grant Management with at least 2 years with an International Non-Government Organisation (INGO); * Proven experience in multi donor grant management and donor regulations; * Proven experience in project and financial management with EU and Global Funds; * Proven experience in building and maintaining effective networks with all stakeholders; * Demonstrated experience in effectively leading, people management and motivating a team; * Good knowledge of INGOs within the Cambodia context and has a clear understanding of grants and projects; * Demonstrated analytical thinking, judgement, problem solving and decision making; * Demonstrated honesty, maintaining confidentiality, reliable and integrity; * Good communication and interpersonal skills, including written and spoken in Khmer and English; and * Excellent in Microsoft Office with knowledge in Microsoft Word and Excel and intermediate numeric skills | | |
| **APPROVED BY:**  **Date:**  **Signature:** | | **ACCEPTED BY:**  **Date:**  **Signature:** |