



## Senior Grants Officer

### Job Description

**Position: Senior Grants Officer**

**Hours:** 9:00AM - 6:00PM; Full-time

**Salary Range:** 75,000 - 80,000 THB per month

**Location:** Manushya Foundation office in Bangkok, Thailand

**Starting Date:** February 2025

### Who We Are

In Sanskrit, Manushya means 'Human Being'. It was founded in 2017 by Emilie Palamy Pradichit, with the vision to build a movement of **Equal Human Beings ∞ #WeAreManushyan ∞** Manushya is an Intersectional Feminist organization reinforcing the power of Humans, in particular local communities and women human rights defenders, to fight for Human Rights, Equality & Justice!

#### ∞ Our Vision ∞

#WeAreManushyan • Equal Human Beings • We Believe in the 'Infinite Positive Power of Humans' in building together inclusive, just, equal and peaceful societies in Asia, where everyone enjoys human rights, leaving no one behind.

#### ∞ Our Mission ∞

We connect and reinforce the power of local communities across Asia to be at the center of decisions and policies that affect them. Communities become Agents of Change fighting for their rights and providing solutions to improve their lives and livelihoods.

### ∞ Our Thematic Focus ∞

1. **Defending Democracy & Digital Rights:** We work towards the promotion and protection of democracy, online freedom of expression and online privacy.
2. **Fighting for Corporate accountability & Climate Justice:** We're committed to put People & Planet over Profit!
3. **Seeking Justice before the United Nations Accountability Mechanisms:** We reinforce the power of local communities to engage with UN Human Rights Mechanisms, ensuring their voices and needs are taken into account to improve the situation on the ground. We also pursue international litigation cases to bring Justice to communities!
4. **Powering Women Leaders:** We apply a gender lens to our work and ensure women human rights defenders lead human rights decisions and initiatives.
5. **Protecting & Resourcing Human Rights Defenders:** We protect HRDs and provide subgrants to sustain movements and to marginalized communities affected by unfair policies and facing the most adverse impacts of business conducts.

∞ **How does change happen?** Check our website and social media platforms to learn more about our Theory Of Change, strategies and campaigns!

#### Our Social Media:

**Website:** <https://www.manushyafoundation.org/>

**Facebook:** <https://www.facebook.com/ManushyaFdn/>

**Twitter:** <https://twitter.com/ManushyaFdn>

**LinkedIn:** <https://www.linkedin.com/company/manushyafoundation/>

**Youtube:** [https://www.youtube.com/channel/UCaU7V4i-UFVQnXSV4nVXRfg\\_](https://www.youtube.com/channel/UCaU7V4i-UFVQnXSV4nVXRfg_)

## Responsibilities of the Senior Grants Officer

### Purpose and scope of this position

The Senior Grants Officer at Manushya plays a pivotal role in overseeing the accurate, efficient, and transparent management of Manushya's grants and sub-awards throughout their lifecycle, from proposal to project closure. This includes a range of responsibilities, such as pre-award assessments, risk evaluations, and post-award closure activities. Integral to the role is the monitoring and evaluation of grants management procedures to ensure consistency across all stakeholders. Key duties include reviewing donor contracts and agreements to ensure alignment with Manushya's Grants Manual, advising on compliance with donors' regulations, and leading due diligence assessments as required. The Senior Grants Officer also coordinates agreement amendments, develops sub-grantee agreements and reports (including Memoranda of Understanding (MoU), consultant contracts, financial and narrative reports, and receipts).

Regular responsibilities involve managing award coordination, serving as the internal focal point for compliance with donor regulations and expenditure reports, and providing guidance on sub-grantees' procurement processes. The Senior Grants Officer conducts training for grantees on compliance, tracks and manages sub-grants, and supports fundraising efforts by conducting due diligence and compiling required supporting organization documents. Additionally, the role involves providing support for organizing workshops, meetings, and missions, preparing requested information or reports, and representing Manushya when required.

The position requires the ability to travel or take international meeting calls outside regular working hours and may involve additional assignments as directed by the supervisor.

### Duties & Responsibilities

#### Overview

- Ensure an accurate, timely, efficient, and transparent process for the entire grants life cycle of Manushya's grants and sub-awards, from pre-award to post-award stages. This position in grants management entails pre-award assessment, risk assessment, updating and analyzing the grants matrix, reviewing, or producing relevant reports, monitoring awards, and managing and ensuring post-award closure.
- Assist the Director of Programs in monitoring and evaluating the consistent usage of grants management procedures at Manushya by all stakeholders.
- Review expenditure reports (against budget, coding, authority, policy, supporting documents, and accuracy) before submitting to Finance for final reviewing and recording in the organization's accounting system.

- Provide guidance on compliance to ensure Manushya meets donor requirements and our internal policies.

## Award Management and Coordination

### Pre-award Stage

- Review donor contracts/agreements and flag any points that might not align with Manushya's Grants Manual, procedures, and policies and support contract negotiations.
- Maintain knowledge of grant agreement language and regulations, serving as a knowledge resource on assigned donors and advancing questions where needed.
- Oversee Manushya's internal control policies are updated and comply with Thai laws and donors' regulations.
- Ensure sharing of compliance requirements.
- Lead on due diligence assessment when and as required by an existing or new donor.

### Award Stage

- Compile the necessary supporting organizational documents for the grant award.
- Update Manushya's Grants Management Dashboard for review by the Director of Operations and Finance.
- Notify the project lead and finance manager of the deadline for narrative and financial reporting, along with the requirements for Manushya's awards.
- Act as an internal focal point to ensure Manushya's compliance with donors' regulations. Consistently review and advise on compliance requirements to ensure all personnel follow accordingly.
- Review receipts and ensure that they are charged correctly.
- Ensure appropriate award management throughout the project cycle and raise compliance issues proactively with the team, the Partnerships & Development Manager, the Director of the Program, and the Director of Operations and Finance
- Coordinate any required agreement amendments.
- Develop the sub-grantees' agreements, including LoA, MOU, consultant contracts, emergency assistance reports, and receipts, and any necessary compliance documents.
- Work closely with the Accounting, Finance, and Administration Officer, and the Program Associates/ Officers to submit expenditure reports, on a timely basis according to Manushya and donors' regulations.
- Keep the Partnerships & Development Manager, the Director of Operations and Finance and the Senior Management Team informed of any subaward's inability to meet contractual obligations, report submission, and spend rates/significant budget variances.
- Be able to actively mitigate risks by proposing remedial solutions in consensus with the Senior Management Team.

### Post-Award Stage

- Notify the project lead and Director of Operations and Finance of the deadline for the final narrative and financial reports, along with the requirements, and oversee the

reports to ensure compliance before submitting them to the Director of Programs for final review and to the Partnerships & Development Manager for donor submission.

- Ensure the project is closed and notify the management team of its closure.

### **Subgrants Management**

- Act as a focal point for sub-awards, addressing their concerns and assisting in generating financial and narrative reports on their behalf as required.
- Conduct training for grantees on compliance, including narrative and financial aspects, together with the Partnerships & Development Manager.
- Track and manage the sub-grants, in relation to grants' expenses and impacts on the ground
- Ensure that the sub-grantees' procurement process is aligned with the donors' requirements.
- Review, edit, and highlight any non-compliance/underachievement and other potential that is misaligned with Manushya's policies and donors' regulations.
- Oversee sub-grants tracking, ensuring forward planning and preparation for donor financial and narrative report writing, and timely submission of sub-grantee reports.
- Establish effective communication and cooperation with sub-grantees on project implementation, reporting, information sharing and further work planning.
- Develop subgrants' tracking tools to update their progress regularly.
- Ensure that the sub-grants are carried out in alignment with Manushya's Grant Manual.
- Assist in co-creating the concept note, narrative report, and financial report with and on behalf of the sub-grantees.

### **Fundraising Support:**

- Assist the Director of Operations and Finance, and Partnerships and Development Manager in due diligence assessments.
- Assist Director of Operations and Finance, and Partnerships and Development Manager in developing budget proposals.

### **Additional Tasks**

- Support the grants team with any other management/administrative tasks as assigned by the Director of Programs, the Director of Operations and Finance, and the Partnerships and Development Manager.
- Provide support for organizing workshops, meetings, and missions to visit grantees.
- Prepare any requested information or reports on the managed portfolio, as requested by the Partnerships and Development manager.
- Represent Manushya when requested.
- Ability to travel or take international meeting calls outside working hours.
- Other assignments by direct supervisor.

## Requirements

### **Qualifications**

- Education: Master's or Bachelor's degree in any of the relevant fields: Business Administration, Finance or Development related fields;
- Willing and able to travel domestically and occasionally internationally, should this be necessary and possible;
- Ability to handle sensitive confidential information;
- Good coordination, service mind, and ability to manage simultaneous priorities under deadlines

### ***Desirable***

- Experience working in international settings;
- Experience in grants/financial management of an NGO operating in Thailand, under Thai law.
- Experience working with local communities.
- Experience with USAID grants.

### ***Experience***

- At least 3-5 years of experience of grants management and compliance;
- Direct experience in international humanitarian/development/human rights work;
- Familiar with general accounting principles, grant administration, and procurement processes;
- Demonstrated experience in financial planning and budget oversight;
- Demonstrated experience in contract negotiation, management, and administration.

### ***Competencies***

- Heart-based Leader;
- Mission-focused;
- Process-minded, with a commitment to accuracy and compliance;
- Self-starter who takes initiative, using sound, independent judgment and integrity, and seeking guidance and feedback where appropriate—a doer as well as a manager;
- Positive, team-orientation, and commitment to building trust-based relationships with colleagues;
- Honesty, loyalty, and compassion;
- Commitment to feminist theory and practice;
- Commitment to human rights principles and standards;

- Experienced and comfortable with working within Thai culture;
- Effective ability and experience working in a multicultural environment;
- Strong oral and written communication skills in Thai and English.

### Conditions & Benefits

The position is a full-time senior-level employment position. Salary will be 60,000 - 70,000 THB net/month.

- This is a full-time position (Monday to Friday, with occasional weekends and evenings depending on field trips and workshops. The position may require long hours including evenings and weekends to complete tasks which are compensated as additional annual leave).
- Competitive remuneration in the human rights field, social security and add-on benefits including complementary health insurance, and provident fund;
- Organizational well-being;
- Flexible working hours;
- Personal development opportunities;
- Feminist working culture, embracing diversity, equity, and inclusion;
- 1.25 annual leave days per month, in addition to the observed public holidays;
- All travels related to work, field trips are covered by the Manushya Foundation;
- Full involvement in Manushya's organizational development to create a better workplace for all.

### How to apply

- Applicants should submit their **updated resume/CV** and **cover letter**. **Kindly provide two references**. Use the **Senior Grants Officer** to be put in the subject line and send it to [wearemanushyan@manushyafoundation.org](mailto:wearemanushyan@manushyafoundation.org) **by 31 January 2025**.
- Interested applicants are encouraged to apply ASAP prior to the deadline as applications will be reviewed on a rolling basis.