



Vacancy Announcement

Position:	Program Coordinator
Reports to:	Thailand Country Director
Location:	Nonthaburi, Thailand
Country Program/Sector:	Greater Mekong region –WCS Thailand Program
Job Type:	Full time
Internal liaison:	Regional Business Manager, Regional Grants Manager, Regional Directors, Country Directors and relevant in-country staff
Travel:	Up to 20% within project sites in Thailand and occasional trip beyond the country

Organization Background

The Wildlife Conservation Society (WCS) is a US-headquartered non-profit, tax-exempt, private organization established in 1895 that saves wildlife and wild places by understanding critical issues, crafting science-based solutions, and taking conservation actions that benefit nature and humanity. With more than a century of experience, long-term commitments in dozens of landscapes, presence in more than 60 countries, and experience helping to establish over 250 protected areas across the globe, WCS has amassed the biological knowledge, cultural understanding and partnerships to ensure that vibrant, wild places and wildlife thrive alongside local communities. Working with local communities and organizations, that knowledge is applied to address species, habitat and ecosystem management issues critical to improving the quality of life of poor rural people whose livelihoods depend on the direct utilization of natural resources.

Job Purpose:

The Program Coordinator will lead the project management and compliance of grants; ensure the delivery of services with a strong focus on risk management, together with high level of consultancy service and partner relations internally and externally. Duties will include maintaining sound control systems to underpin all grant management activities, in accordance with donor agencies and WCS policies and procedures. He/she will maintain appropriate communication with WCS staff and key donors and provide an important project management function for country program.

Major Responsibilities:

A. Program Management

1. Assist project leads in the proposal and report development process, including but not limited to
 - i) Coordinate with the relevant project leads/members to develop annual work plans, development of budget and budget narrative according to proposed activities,
 - ii) Ensure that key contributing staff have a clear understanding of donor requirements and expectations at the proposal, agreement, implementation, amendment, reporting, close out and audit stage of grants,
 - iii) Monitor and review expenditure against budgets on a monthly/ quarterly basis by project,
 - iv) Coordinate with projects to develop projects reports,

B. Grants management

- v) Establish and manage a grant management system for WCS Thailand.
- vi) Maintain an accurate database of projects including project documents, contracts, logframes, budgets, donor specific requirements, reporting deadlines, government permits, FPIC, social safeguards etc.
- vii) Build capacity in WCS Thailand staff in the use of and importance of the grant management process and system/ monitoring, evaluation and learning.
- viii) Coordinate grant kick-off meetings and quarterly grant review meetings of project activities, deliverables and budgets between all relevant projects (project managers, finance staff and senior leadership).

C. Compliance

- ix) Strengthen and document grant compliance policies and procedures.
- x) Monitor completion of grants and contracts. Ensure smooth closeout process upon receipt of completed reports.
- xi) Ensure up to date knowledge of donor agreements/rules and regulations across relevant staff. Provide support and training to partners and sub grants as maybe necessary.
- xii) In consultation with the Project Managers and Finance Manager ensure communication, reporting and administrative requirements of donors are met. Support the preparation of reports to all projects.
- xiii) Ensure potential issues and amendment requests are flagged early to leadership teams where donor waiver/derogation requests need to be negotiated
- xiv) Support Project Manager with monitoring and evaluation, milestone reports as necessary.

Requirements and Job Skills:

- University degree or equivalent professional qualification in a relevant discipline (Conservation, Forestry, Biology, Environment Natural Resources Management or related fields).
- Qualifications in Grants, Business/ Administration or relevant disciplines. And or Accreditation with professional body(s) would be highly desirable.
- Experience in managing project, grants and compliance activities in an international development context.
- Ability to lead and support the capacity development of Program/ Grants Management.
- Understanding and/or practices of donor's Agreement/Compliance Guidelines,
- Ability to work concurrently on multiple complex tasks and to respond to changing priorities in a timely manner.
- Excellent in English communications skills, reading, writing, speaking.
- Computer literacy, particularly proficiency using Microsoft Office products.

How to apply:

Interested candidates, who meet the above qualifications, should apply by sending an motivation letter and CV through the application tab **by May 31, 2024** via **WCSThailand@wcs.org**

Please note that only short-listed candidates will be contacted for interview.

WCS is an equal opportunity employer, and the organization complies with all employment and labor laws and regulations that prohibit discrimination in hiring and ensures that candidates from all backgrounds are fairly and consistently considered during the recruitment process. We are dedicated to hiring and engaging a diverse workforce. We are committed to cultivating an inclusive work environment and look for future team members who share that same value. The organization provides equal employment opportunities for all qualified candidates. The organization does not discriminate for employment based on gender, race/ethnicity, religion, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status, caste, genetic information or any other covered status or characteristic protected by laws and regulations/and similar categories.

It is everyone's responsibility to ensure that we do not tolerate discrimination or harassment based upon a person's membership in one of these protected categories in areas such as recruitment, selection, job assignment, supervision, training, promotions, job grading, transfers, termination, compensation, benefits, educational opportunities, WCS sponsored recreational activities and facilities.

The organization complies with the spirit and intent of relevant local laws and WCS's employment policies.