



702 Moo 1, Tha Sai Luad, Mae Sot District, Tak Province 63110, Thailand. Email: info@maetaoclinic.org, website: www.maetaoclinic.org

Date: 25th September 2026

Mae Tao Clinic Organization Setting

Mae Tao Clinic (MTC) is an internationally renowned community-based organization (CBO) that provides and advocates for an equitable and essential health system, education, and protection for vulnerable and displaced people living in the Thai-Burma border area of Eastern Burma. MTC addresses the needs and human rights of these people through comprehensive programs and a collaborative approach with local, national, and international individuals, organizations, and government bodies.

Job Title	Grants Assistant Manager
Organization	Mae Tao Clinic, Mae sot, Thailand
Department/ Area	Fundraising & Grants Department
Date of Joining	October 2026
Basic Stipend	Band (5): 15,000- 16,500 THB
Key Working Relationships	
Supervisor	Fundraising & Grants Manager and Deputy Director of Community Operations
Reports to	Fundraising & Grants Manager, Director, Assistant Director and Deputy Directors
Role & Responsibilities	
Role Summary	The position will assist the F&G Manager in facilitating grant management, including grant proposals and donor reports, liaising with the team, relevant departments, and partner organizations to monitor the implementation of the project, and helping raise funds and identify potential donors. The position will also support the effective management of grants and the implementation of Monitoring, Evaluation, Accountability, and Learning (MEAL) systems across all projects.
Working with	Fundraising & Grants Manager, Deputy Director of Community Operations and relevant Area
Job Description	Donor Reporting & Proposal (70%) Responsible for ensuring and monitoring the donor report schedule together with the team; updating the schedule regularly, notifying responsible persons, and following up with implementing departments/partner organizations.

- Assist with preparing donor reports (based on the donor requirement - monthly, quarterly, 6 months, annual)
- Identify grant opportunities together with the F&G manager
- Responsible for maintaining the donor management spreadsheet
- Responsible for managing the donor agreements, proposals and reports in the shared folder
- Assist the F&G manager in preparing grant proposals, including budget plans and relevant documents with the finance and relevant department(s)
- Responsible for communicating with donors/submitting grant-related documents (proposals/reports) in the absence of the F&G manager
- Assist F&G manager in facilitating monthly grant management meetings to best follow up with each department to monitor implementation of the funding, budget, expenses, and organization's budget shortfall and needs
- Proofread and edit beneficiary case stories for donor report Fundraising (10%)
- Support income generation activities if requested
- Support the Fundraising Assistant Manager in proofreading fundraising contents
- Cooperate with the team to facilitate in-kind donations; liaise with donors and send updates on use of donation
- Subgrant Management

MEAL (10%)

- Support the design and implementation of project MEAL frameworks, log frames, indicators, and performance monitoring plans.
- Develop data collection tools, databases, and reporting templates.
- Ensure routine monitoring of project activities and progress against targets.
- Conduct data quality assessments and verification exercises.
- Analyze project data and generate reports to inform management decisions.
- Ensure accurate documentation of project achievements, outcomes, and lessons learned.

Donor Liaison (10%)

- Answer donor queries
- Assist with hosting donor visits
- Assist with donor meeting arrangements

	• Issue thank you letters for donors Communications (10%) • Work closely with the Finance Department to monitor grant report requirements • Proofread postings and assist in managing MTC Facebook • Coordinate with the team to update online mailing list quarterly • Attend monthly management meetings, communicate and work closely with program implementing teams and the operations team to maintain updated information on the progress of all MTC projects, and keep the F&G team updated • Assist to respond and manage the official fundraising email Others (upon requests) • Prepare Board Meeting Minutes if requested • Interpret for general meetings and workshops as necessary • Translate general reading materials if requested • Assist the F&G manager in preparing acknowledgment letters, recommendation letters, and letters requested by partners and international acquaintances. • Contribute to annual reports, donor presentations, and organizational publications.
Qualifications/ Criteria's	Education • A Bachelor degree in a relevant area (e.g., community development, marketing, business, social science, development studies, international relations, etc.) Work Experience • Minimum of 2 year of relevant work experience related to grant management. Work experience in CBOs, CSOs, EHOs, or NGOs is preferred • Experience in writing proposals and familiarity with donor reporting, budget planning, M&E is preferred • Demonstrated interest or experience in healthcare, social services and human rights Skills, Knowledge and Attitude • Experience with Microsoft Office suite (Word, Excel and PowerPoint) is required • Working experience with organization social media management, especially Facebook page Language (s) • Excellent Burmese communication (oral and written) skills • Advanced English language level is a must



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	Preferred Qualities • Knowledge of ethnic language and/or Thai language is a plus • Knowledge of MEAL Motivation • Be punctual • Well-organized and goal-oriented • Attention to detail • Work quickly and independently • Be a good team player • Interested in interacting with foreign visitors and donors Others • Other duties as needed • Possessing a stay permit in Thailand is preferred (if you do not have one please explain)
Application Details	
How to apply	Please send your CV and cover motivation letter to recruitment@maetaoclinic.org and copy to fundraising@maetaoclinic.org Using the subject line “Grants Assistant Manager” Deadline of Application Applications will close on 9th October 2026. Only shortlisted candidates will be contacted for interview.
Mae Tao Clinic does not discriminate in employment, prohibiting decisions based on race, color, religion, sex, gender identity, ethnic characteristics, national origin, ancestry, age, marital status, sexual orientation, medical condition, or disability. MTC is committed to zero tolerance for sexual exploitation, harassment, and abuse. MTC will not tolerate its staff, associates, partners, volunteers, or any other related personnel affiliated with the delivery of its work to engage in any form of sexual exploitation, abuse or harassment (SEAH).	