

VACANCY RE ANNOUNCEMENT

Job Title	Grants and Compliance Director
Department	Program Department
Employment status	Full time
Number of Position	1
Location	Yangon, Myanmar
Travel	Based in Yangon with frequent travel to project areas
Reports to	Chief of Party
Reporting to this position	Grants/Finance Manager

Community Partners International (CPI) is a U.S. nonprofit organization working in partnership with conflict-affected, hard-to-reach and underserved communities in Southeast Asia to expand access to quality health services and generate the resources, local capacity and coordination necessary to meet their own health, learning, and development needs. CPI's Asian headquarters are located in Yangon, Myanmar, and the organization maintains field offices throughout Myanmar.

Overview:

CPI is going to implement a five – years program entitled HIV/TB Agency, Information, and Services (AIS) consortium, funded by United State Agency for International Development (USAID), led by Community Partners International (CPI), brings a dynamic blend of partners and capabilities that reflect deep understanding of HIV and TB technical needs and gaps in Burma, trusting and effective relationships with community groups, ethnic health organizations (EHOs), private sector and the public health system. The HIV/TB AIS Activity strengthens Burma's efforts to achieve accelerated HIV epidemic control and TB elimination through support for free and comprehensive prevention, testing and treatment services for key population and TB risk group.

CPI is seeking for experienced and qualified professional candidate for Grants and Compliance Director Position to support the program of AIS project. The position will be based in Yangon and is responsible for managing contracts and grants in compliance with USAID rules and AIS portfolio by coordinating, planning, implementing, and monitoring related activities in the project. The employee will be responsible for managing procurement, contracts and sub award processes, ensure all transactions and activities are in compliance with CPI and USAID's requirements.

Responsibilities:

The Grants and Compliance Director will be under the direct supervision of Chief of Party to ensure compliance, provide technical guidance to the implementation team and partners related to ensure efficiency, tracking and forecasting the cash flow and expenditures, lead and supervise the AIS finance & grants team, develop and manage the sub-grants portfolio, and provide oversight to usage of funds. The position will prepares grant solicitations, proposal and budget guidelines, and grant funding instructions and procedures. Coordinates the grantee selection process (establishing selection committees, defining selection criteria, developing process documentation templates.) The position will work closely with Finance

Director for technical guidance and extensively coordinates among the project, technical and operation team.

1. Established detailed systems and procedures for management of grants activities, including the preparation and negotiation of grant agreements, other compliance-related documents to the review and approval of grant proposal or modification, as well as the monitoring and close out of awards. Review and approve payments, invoices, procurements, and sub-recipients' fund transfer requests. Identifies bottlenecks or constraints to effective and timely grants distribution, compliance and provide recommendations for resolution. Develop and implement a contract tracking / monitoring system for AIS.
2. Develop and review grant budgets, prepare cash forecasts, and monitor grant expenditures, identify and alert management for any irregularities, recommend alternatives/best practice as needed, and continuously contribute AIS's risk assessment and management plan. Review cost plans, develop grant and purchase agreements, follow up on outstanding grants receivables/payables and obtain required approvals as per USAID requirements. Provide oversight and briefing to ensure compliance on grants-related procurement, financial transactions, contracts and grants. Participates in the preparation of responses to audit requests and donor specific reporting requirements for sub-awards and subcontracts.
3. Ensure the accuracy, timeliness, adherence to policies for the financial data and reporting to donor, statutory and tax reports, follow-up the implementation of appropriate actions to timely correct the audit findings, continuously monitor implementation rate, identify and elevate any non-compliance risks, negotiate and liaise with donors and sub-recipients on awards, regularly monitor and follow-up the obligated funds and perform regular monitoring checks/visits,
4. Monitors the grants to ensure they are supporting project goals.
 - a. Review the field documentation to ensure that the financial information provided is accurate, complete, verifiable, and reliable.
 - b. Ensure timely collection of financial reports and/or other related deliverables from sub-recipients
 - c. Maintain the standards in documentation, financial reporting, and budgetary compliance.
 - d. Notify and brief grantees in writing of any findings and take corrective and timely action where needed in cases of violations to agreements or regulations.
 - e. Provide monthly and quarterly reports to management on the status of the grants in terms of beneficiaries, equipment, amounts, disbursements, procurements, implementation, etc.
 - f. Prepare and compile close out documents for all completed awards/contracts.
 - g. Provide training and guidance to project team and sub-recipients related to compliance with USAID rules and regulations
5. Manages the work of assigned group.
 - a. Prioritizes, organizes, distributes, and monitors the flow of work.
 - b. Trains, guides, and advises staff.
 - c. Ensures adherence to Standards of Conduct, policy manual, and other corporate and applicable policies, procedures, and schedules.
 - d. Resolves routine operating problems as they arise.
 - e. Any other duties as assigned

6. Coordinates the procurement of grants-related goods and services, and works with project staff to ensure effective organization, distribution and documentation of grants. Leads in-kind procurement of grant equipment, liaising with the Procurement Department as required.

Ensures that grants to beneficiaries support CPI gender and environmental obligations and concerns.

Minimum Qualifications:

- Must have a Master degree or equivalent in development, business, economics or another related field.
- Must have a minimum of eight years of proven experience in a senior level finance and/or grants position in an international development organization. Minimum of five years of experience with grants and compliance management. Minimum of three years of experience in managing a team.
- Experience in institutional strengthening and of working with rural communities required.
- Demonstrated experience working in collaboration with multiple stakeholders and project implementation teams. Proven experience in analyzing and managing multiple complex grants and compliance clauses. Experience in directly managing a portfolio of sub-awards is required.
- Must possess comprehensive experience on USAID's rules and regulations (2 CFR 200, USAID ADS series, sub-award management etc.) and with current standards and guidelines with regarding to contracts and grants.
- Demonstrated ability to manage the grants process life cycle using current methodologies and analytical techniques.
- Strong written communication skills, including demonstrated ability to write required documents in a clear, concise, well-organized manner.
- Proven ability to successfully manage a team of diverse individuals. Must have strong mentoring and teambuilding skills.
- Proven ability to effectively use Microsoft databases, spreadsheet, word processing, and position-specific software.
- Ability to travel independently within the county.
- Fluency in English, written and oral.
- Proven ability to analyze large amounts of data, identify trends, and use information to create/improve processes.

APPLICATION INSTRUCTIONS

All interested and qualified candidates are requested to send an Application Letter, Curriculum Vitae to:

Email: recruitment@cpintl.org

- Please clearly mention the Position and Location you are applying for in the email Subject Line.
- CPI is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, religion, sex, gender identity, sexual orientation, ethnicity, national origin, age, marital status, or disability.

- Candidates are required to declare in advance should there be any relative or family member currently employed in CPI. Failure to do so can lead to termination of the employment contract even after successful selection.
- Because of the large volume of applicants, only shortlisted candidates will be contacted.
- Contract and position is contingent upon successful award of the project and final approval by the donor.