



**VACANCY ANNOUNCEMENT #032-2024  
26-April-2024**

**Sun Community Health (“SCH”)** is a non-profit, non-political and non-sectarian organization. It is a local non-governmental organization in Myanmar and is established in particular to advance socially beneficial purposes in Myanmar by promoting and providing information, services and products related to the prevention, promotion, curation and rehabilitation of the major health services including but not limited to HIV/AIDS, malaria, tuberculosis, maternal and child health, reproductive health and non-communicable diseases with the aim of furthering good health, prosperity and the relief of poverty, distress and sickness. This also includes state-of-art training programs, quality assurance programs, and a robust supply chain and logistics system and health financing mechanisms. The Organization may also provide non-health related ancillary services that ensure and improve the well-being of its clientele.

SCH is practicing the right to freedom from all forms of sexual violence, injustice, discrimination and abuse (including child and adult at-risk abuse). We recognize the responsibility we have to guarantee on that we do not deliberately or inadvertently cause any harms to right holders and communities through our work – whether that is our staff and representatives of our contractor (internal and external stakeholders). SCH will not tolerate any form of discrimination, abuse, exploitation, harassment under any circumstances and will take strong disciplinary action. Protection from Sexual Exploitation and Abuse (PSEA) is everyone’s responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

<b>Job Title</b>	<b>: Grants and Budget Manager</b>
<b>Job/Role Grade</b>	<b>: 6/C</b>
<b>Report to</b>	<b>: Senior Manager (Grants and Budget Management Unit)</b>
<b>Contract Type</b>	<b>: Dedicated Project Based</b>
<b>Unit</b>	<b>: Grants and Budget Management Unit</b>
<b>Require Position</b>	<b>: “2”</b>
<b>Office/ Assigned Area</b>	<b>: National Headquarters/ Yangon</b>

**JOB SUMMARY:**

The Grants and Budget Manager is responsible for the management of the grant-making administration of the Sun Community Health. The primary purpose of this role is to establish program cost and budget control measures that enable the development of project and program level budgets. This role is crucial for effectively monitoring and controlling those budgets, developing realistic budgets, implementing standard costing, and providing reporting and advice to management in accordance with up to date Policies & Processes. Compliance with donor’s regulations is also essential, which involves adhering to the specific rules and regulations set by funding agencies to ensure that grant funds are used as intended. Additionally, this role requires liaising with internal and external stakeholders concerning grant management and budget-related communications.

**DUTIES & RESPONSIBILITIES:**

The duties and responsibilities of the **Grants and Budget Manager** includes:

## **Proposal Development**

- Responsible for gathering necessary information from Focal of Finance, Procurement, Warehouse and other associated departments and tracking for all budgeted financial commitments whether it is in line with program budget.
- Contributes to achieve quality programming and grants management, including the budgeting and planning processes for new proposals, by collaborating with the Executive team, Program Management Team, Operation team and inputting financial data.
- Coordinates the development of budget guidelines, annual statutory funding requests, and budget documents and update them as needed.
- Require understanding and share all donor provisions for projects in the health areas, including restrictions imposed by donors that could affect program implementation.
- Liaises with both internal and external parties and developing proposal and reporting.

## **Grants / Contracts Management**

- Analyze donor contracts, identify any terms that may pose concerns for Sun Community Health's practices, and support the contract negotiation process.
- Ensure that budgets are appropriately allocated and aligned by collaborating with the respective budget holders and finance.
- Engage in budget realignment processes by communicating with all departments to ascertain expenses and activities for realignment, and by participating in donor and partner meetings to discuss financial issues.
- Monitor the control process of common support budget, commodity budget, sub-contractors, HR budgets, procurements, overheads and other financial aspects across all disease areas.
- Review monthly spending rates and alert the concerned departments about over or under spending in comparison to actual expenses incurred, prompting necessary action.
- Participate in donor and partner meetings to discuss financial modalities/issue, coordination with stakeholders.

## **Donor Reporting and Monitoring**

- Ensure that all programs budget, financial reports and management responses are submitted on time, and are reliable and accurate, according to the format required by Sun Community Health (SCH) and donor Requirements, after reviewing all activities.
- Organize the completion of donor reports to ensure that quality standards are met and that the narrative and financial reports are coherent.
- Monitor grant payment schedules and fund requests for each respective grant, working closely with finance team to ensure timeliness.
- Advise the Senior Manager on facts and findings that are necessary for effective improvement and how funds can be re-programmed for new priorities or activities from a future perspective.

## **Donor Compliance**

- Recognize and adhere to all donor regulations when conducting operational activities.
- Assist supervisor in conducting a compliance session during the kick off meeting when launching a new project.
- Provide assistance and guidance to program colleagues with inquiries about donor compliance for grants within the portfolio.
- Ensure familiarity with the organization's own policies, regulations and processes and apply these to implementation activities.
- Coordinate the closeout of grants as per the agreements stated.



## General Administration

- Ensure all key documents related with grants are kept in a well-organized system and are accessible to all respective person.
- Support the Grants Officer in ensuring accurate and up-to-date maintenance of Budget Tracker. Contribute to developing Project Codes according to the organization's project code set up methodology.
- Update the HR master file each time a new grant is awarded.
- Perform other related projects or work as required.

## KEY SKILLS and Qualifications

The key skill requires for the position of Grants and Budget Manager (Grants and Budget Management Unit) include:

- Must be B. Com or any graduate with LCCI (Level-3)/ ACCA
- Minimum of 5 years of experience in financial management, with a strong preference for experience in grants management and non-profit budgeting.
- Must have strong leadership skills and demonstrate a strong ability to guide others
- Must have good management skills and be able to manage a large, complex and diverse business territory
- Must be highly organized and be able to manage any process and activities simultaneously.
- Excellent written and verbal communication skills, with the ability to communicate complex financial information to non-financial staff and stakeholders.
- Professional, flexible and a can-do attitude

## **APPLICATION:**

Interested applicant, please send Application Letter, Curriculum Vitae (with "Three" referees, including your last employment for reference check) scan or copies of Qualification Documents and National ID as per following "APPLY LINK", not later than on the evening of May 10, 2024 (Friday).

**SCH National Headquarters Office:** No. 3/1, Kant Kaw Myaing Street, Ward 8, Yankin Township, Yangon.

(Apply Link: <https://smrtr.io/kg82M>)

"SCH is practicing an Equal Employment Opportunity and considers all applications without discrimination of race, sex, religion, national origin, age, marital status, HIV/AIDs status and disability."

***Only short-listed candidates will be invited for relevant tests and/or personal interviews.***

