



Since 1963 and in 148 countries, ACDI/VOCA has empowered people in developing and transitional nations to succeed in the global economy. Based in Washington, D.C., ACDI/VOCA is a nonprofit international development organization that delivers technical and management assistance in agribusiness, financial services, enterprise development, community development, and food security to promote broad-based economic growth and vibrant civil societies. ACDI/VOCA has approximately 34 projects in 19 countries and total revenues of approximately \$128 million.

### **Overview:**

ACDI/VOCA is currently implementing the “Agriculture and Food-Systems Development Activity (AFDA)” program in Myanmar funded by the United States Agency for International Development (USAID). The aim of the Myanmar AFDA program is to increase the productivity, inclusiveness, and competitiveness of key market segments, by facilitating broader market systems participation and sustainable transformation of agriculture and food-systems across ethnicities.

ACDI/VOCA is seeking an experienced and talented **Director of Grants and Procurement** position. The position is responsible for grant, compliance, and procurement function of the project to include A) Manage grants and contracts within the AFDA portfolio by coordinating, planning, implementing, and monitoring related activities in the project. B) Manage the in-kind grants-related procurement, subcontracting and grant processes and monitors all grant and subcontract implementation activities to ensure compliance with ACDI/VOCA and donor guidelines and budget C) Manage and execute procurements associated with the project’s operational activities and grant portfolio. D) Prepare and processes requisitions, purchase orders and contracts for materials, supplies, lease contracts and services and ensure they are in conformity with company policies and procedures and USAID rules and regulations. E) Ensure compliance with local law, with USAID regulations, with ACDI/VOCA’s policies. The Director of Grants and Procurement will be reporting to the Chief of Party and technical coordination from HQ-based Award Management Services and Procurement Department. This position is based in Yangon, with frequent in-country travel.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Grants and Compliance:**

1. Develop and manage the sub-grants portfolio, manages sub-grant funding and usage of funds. Work with technical team to identify potential activities and grantees that meet project objectives. Prepare grant solicitations, proposal and budget guidelines, and grant funding instructions and procedures. Coordinate the grantee selection process (establishing selection committees, defining selection criteria, developing process documentation templates.)
2. Establish detailed systems and procedures for management of grants activities including the preparation of grant agreement templates and other compliance-related documents related to the solicitation, review, and approval of grant requests, as well as the monitoring and close out of grant awards. Review and approve payment invoices, procurements, and fund transfer requests to sub-recipients. Identify bottlenecks or constraints to effective and timely grants distribution and provides recommendations for resolution. Develop and implement a tracking / monitoring system.

3. Develop grant budgets, prepare cash forecasts, and monitor grant expenditures, alerting management to irregularities, recommending alternatives/best practice as needed. Review business plans, develop grant agreements, follow up on outstanding grants and obtain required deliverables. Provide compliance review of grants-related procurement, financial transactions, contracts, and grants. Participate in the preparation of responses to audit requests and donor specific reporting requirements for sub-awards and subcontracts.

**Procurement:**

1. Oversee the procurement and logistics operations in the project and ensures that procurement functions follow ACDI/VOCA's Procurement Manual, USAID rules and regulations, and Myanmar law, if applicable. Identify potential procurements which may require additional USAID approval (e.g., restricted goods) and work with appropriate project technical staff and HQ staff to obtain approvals in a timely manner.
2. Organize teamwork and planning. Plan, prepare, and lead weekly meetings with Yangon procurement and logistics team. Ensure effective coordination and communication within procurement and logistics department.
3. Ensure liaison with HQ AMS and Procurement department on procurement and logistics aspects (procurement guideline, logistics manual, transportation of goods and ACDI/VOCA general terms and conditions)
4. Provide necessary training and, guidance to procurement, finance, admin staff, Regional Field Managers and other staff members and provide recommendations on procurement management, job performance, and employee professional development as per HR policies and procedures.

**Supervisory Responsibilities:**

1. The Grant and Procurement Director will directly supervise the Grant and Procurement team. Additional responsibilities include training employees; planning assigning, and directing work; appraising performance, rolling out learning and capacity development plans for field staff; rewarding and disciplining employees; identifying and capacity gaps and designing responses to address them; addressing complaints and resolving problems, as well as other responsibilities assigned by the COP.

**Other Responsibilities:**

1. Ensuring that expenses posted to are allowable, allocable and in compliance with USG, local government, USAID and ACDI/VOCA regulations.
2. Ensures HQ disseminated grant and procurement policies and procedures are executed by field staff.
3. Tracks grant expenditures against projections.
4. Review all purchase requisition forms issued by the project for MSDF portfolio.
5. Tracks financial and administrative performance of local subcontractors and grantees and maintains clearly documented audit trail.
6. Participates in regular Grant and Procurement staff meetings and other relevant conferences, workshops and meetings as assigned.
7. Recommends, approves, and implements grant and procurement policies, procedures, and schedules within limits of authority.

## QUALIFICATIONS:

- Bachelor's degree in a relevant field from an accredited institution. Master's degree is highly preferred.
- A minimum of 10 years of experience in management roles with international non-government organizations (INGOs).
- Minimum 5 years' experience managing grants or GUC portfolio in USAID funded environment. Experience supporting complex programs with multi-sites, partners, and funders.
- In-depth knowledge of applicable USAID regulations, policies, and practices, knowledge of USG regulations, and advanced knowledge of the country's accounting and taxation laws.
- Strong analytical skills, including ability to gather and analyze a variety of information pertaining to issues and develop appropriate recommendations for action. Ability to define problems collect data establish facts and draw valid conclusions.
- Ability to communicate, negotiate, advise, persuade, or resolve issues that are highly complex and sensitive in nature. Ability to communicate effectively with people on all levels both inside and outside the organization.
- Demonstrated ability to effectively present information and represent information and respond to questions before public groups.
- Excellent interpersonal skills as necessary to work effectively with people on all levels both inside and outside the agency. Awareness, sensitivity, and understanding of cross-cultural issues particularly in presenting a US-based agency. Ability to work in partnership with local communities and NGOs as appropriate.
- Ability to work effectively in an atmosphere of multiple projects, shifting priorities, and deadline pressure. Ability to work with minimal guidance and manage priorities and workflow.
- Proven ability to successfully manage a team of diverse individuals. Strong mentoring and teambuilding skills.
- Fluent written and spoken English required. Fluency in Burmese required.
- Excellent organizational and time management skills.
- Demonstrated professionalism and discretion in handling confidential information.
- Ability to travel to field offices as required.
- This position for Myanmar nationals only; foreigners will not be considered.

### To Apply:

Please submit a resume to [AFDrecruitment@joinav.org](mailto:AFDrecruitment@joinav.org) no later than **April 30, 2024**. Please include the position title in the subject line with expected salary information. The resume and related application documents shall be provided as a single attachment and list long-term employment history and any relevant short-term consulting work. Due to the high volume of applications, we are not able to respond to inquiries via phone or email. Only shortlisted candidates considered for an interview will be contacted. ACDI/VOCA is an equal opportunity employer. Women, minorities and people from diverse groups are encouraged to apply.