



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 not-for-profit 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 **Grants Manager** position. The position is responsible for managing grants and contracts within the AFDA portfolio by coordinating, planning, implementing, and monitoring related activities in the project. Manages the in-kind grants-related procurement, subcontracting and grant processes and monitors all grant and subcontract implementing activities to ensure compliance with ACDI/VOCA and donor guidelines and budget. The Grants Manager 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Develops and manages the sub-grants portfolio, manages sub-grant funding and usage of funds.
2. Establishes 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. Reviews and approves payment invoices, procurements, and fund transfer requests to sub-recipients. Identifies bottlenecks or constraints to effective and timely grants distribution and provides recommendations for resolution. Develops and implements a tracking/monitoring system.
3. Develops grant budgets, prepares cash forecasts, and monitors grant expenditures, alerting management to irregularities, recommending alternatives/best practice as needed. Reviews business plans, develops grant agreements, follows up on outstanding grants and obtains required deliverables. Provides compliance review of 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.
4. Monitors the grants to ensure they are supporting project goals.
 - a. Collects and reviews the field documentation relative to reimbursement process to ensure that the financial information provided is accurate, complete, verifiable, and reliable.
 - b. Collects final reports and/or other related deliverables from grantees.
 - c. Ensures appropriate documentation, financial reporting, and budgetary compliance.
 - d. Notifies grantees in writing of any findings and takes corrective and timely action where needed in cases of violations of agreements or regulations.

- e. Provides monthly and quarterly reports to management on the status of the grants in terms of beneficiaries, equipment, amounts, disbursements, procurements, implementation, etc.
 - f. Prepares and compiles close out documents for all completed grants.
5. Manages the work of assigned group.
 - a. Prioritizes, organizes, distributes, and monitors the flow of work.
 - b. Trains, guides, and advise staff.
 - c. Ensures adherence to Standards of Conduct, policy manual, and other corporate and applicable policies, procedures, and schedules.
 - d. Makes recommendations concerning employment, termination, performance appraisals, salary actions, and other personnel actions.
 - a. Resolves routine operating problems as they arise.
 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.
 7. Ensures that grants to beneficiaries' support ACDI/VOCA'S gender and environmental obligations and concerns.

QUALIFICATIONS:

- Bachelor's degree or equivalent in development, business, economics, or another related field.
- 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 grant or contract management. Minimum of three years of experience 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 managing multiple grants. Experience in directly managing a portfolio of sub-awards is required.
- Thorough knowledge and experience with USAID's rules and regulations, and with current standards and guidelines regarding contracts and grants.
- Demonstrated ability to manage the grants process life cycle using current methodologies and analytical techniques.
- Proven ability to design and develop successful and achievable project-related grants.
- Excellent critical thinking skills and judgment. Proven willingness to make timely and sound decisions.
- Excellent oral communication skills. Ability to communicate effectively with people on all levels both inside and outside the company.
- Strong written communication skills, including demonstrated ability to write required documents in a clear, concise, well-organized manner.
- Ability to work effectively in an atmosphere of multiple projects and deadline pressure. Self-motivated and able to follow through to the end of assignments while meeting goals and deadlines.
- Ability to effectively relate, motivate and work as a team player. Ability to work in partnership with local communities and NGOs as appropriate.
- Proven ability to successfully manage a team of diverse individuals. 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.

To Apply:

Please submit a resume to AFDrecruitment@joinav.org no later than **May 06, 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.