

VACANCY- ANNOUNCEMENT

Department:	Finance
Position:	Grant assistant
No. of Post:	1
Location:	Yangon
Duration:	1 year with possible extension
Expected Start Date:	As soon as possible
Vacancy Posting Date:	30th June 2025
Vacancy Closing Date:	13th July 2025

Background on Acted

Founded in 1993, Acted is an independent international, private, non-partisan and non-profit organization that operates according to principles of strict neutrality, political and religious impartiality, and non- discrimination. Based in Paris, France, Acted now operates in 42 countries worldwide, with 400 international and 6000 national staffs. Acted has a 280 million budget for about 450 projects per year.

As the second largest French NGO, Acted has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. Acted undertakes programs that target the most vulnerable amongst those populations that have suffered from conflict, natural disaster, or socio- economic hardship. Acted's approach also looks beyond the immediate emergency towards opportunities for longer term reconstruction and sustainable development. For more information, please visit our website at <https://www.acted.org/en/countries/myanmar/>

Acted is currently looking for one qualified person to fill the position of **Grant Assistant**.

JOB PURPOSE

To support ensuring that each partner adheres to Acted's policies and standards, and that both financial and Narrative reporting align with the partner's proposal and contract. The Grants Assistant will assist in reviewing backup and supporting documentation to help ensure proper compliance and documentation practices.

FUNCTIONS**1. Support to CSOs Directly****Support to CSOs**

- Assist in collecting and compiling data from program teams to contribute to donor reports and ensure the grant's filing system is kept up to date, both in hard and soft copies.
- Support the organization and documentation of grant opening and closing meetings, as well as help coordinate regular/monthly grants management meetings and follow up on action points.
- Assist in preparing and formatting high-quality activity and program progress reports (both financial and narrative), in line with donor and Acted requirements.

- Provide support in editing and formatting all program-related documents to meet internal and external quality standards.
- Support CSOs in maintaining financial supporting documents in compliance with Acted's FLATS procedures.
- Contribute to CSO capacity-building efforts in line with the Due Diligence Risk Mitigation and Capacity Building Plan by coordinating with relevant departments:
 1. Finance: Liaise with the Finance team to support the organization of training/backstopping sessions for CSOs on financial management, including budgeting, record keeping, and financial reporting.
 2. Logistics: Coordinate with the Logistics team to help arrange training on procurement processes, stock management, documentation, and reporting.
 3. HR: Work with the HR department to help organize training sessions for CSOs on HR policies and to promote awareness of Acted's Code of Conduct and related policies.

2. Financial Control of Sub-Grants

- Assist in monitoring budget utilization and expenditure by partner CSOs to ensure alignment with approved sub-grant budgets.
- Support the review of financial reports submitted by CSOs, in coordination with the finance focal point, ensuring completeness and consistency with sub-grant agreements.
- Help develop and maintain donor financial reporting templates and tracking tools and assist in tracking donor funds to appropriate accounting codes, flagging missing vouchers or discrepancies.
- Support the tracking and documentation of any changes to sub-grants or donor requirements, in coordination with the grant officer
- Assist in the preliminary review of financial supporting documents submitted by CSOs to ensure adherence to Acted's FLATS procedures.
- Help disseminate sub-grant management procedures and ensure updates are communicated and documented in coordination with the grant officer
- Follow up with CSOs to ensure adherence to Acted and donor financial and accountancy procedures, flagging any issues to the supervisor.
- Participate in regular spot-checks of FLAT documentation and processes to identify potential gaps or non-compliance. Assist in reviewing procurement and finance documents (e.g., purchase orders, contracts, invoices, vouchers) to ensure they meet the required authorization levels and internal procedures.

3. Grants focal point

- Serve as a support focal point for day-to-day communications between Acted and implementing partners, under the supervision of the Grants Office.
- Assist in monitoring and following up on partners' reporting deadlines and provide regular updates to relevant departments on the status of pending reports.
- Coordinate with Program and MEAL teams to ensure CSO progress reports are reviewed and validated before submission.
- Provide administrative and technical support to the Project Development team during proposal development and in the review of partner budgets, as needed.

General Responsibilities

- Demonstrate commitment to humanitarian principles, including neutrality, impartiality, and non-discrimination.
- Maintain strong attention to detail and contribute to the accuracy and clarity of written documents.
- Support the editing and formatting of program-related documents to ensure quality and consistency.
- Report any work-related challenges or issues to the supervisor in a timely manner.
- Adhere to timelines, meeting schedules, deadlines, and respond to reasonable work requests.
- Foster positive collaboration and a supportive work environment with team members and colleagues.
- Demonstrate integrity and commitment to delivering high-quality work across all assigned responsibilities.
- Maintain a proactive and solution-oriented approach to tasks and challenges.
- Carry out any other duties as reasonably assigned by the line manager in line with the position.

Code of Conduct and PSEA and security

- Grant Assistant must adhere to Acted's Code of Conduct and core humanitarian standards, with a strict commitment to the prevention of sexual exploitation and abuse (PSEA), child safeguarding, and professional integrity. Any violations will result in disciplinary actions. Grant Assistant is responsible for contributing to a safe and respectful environment and for reporting any suspected misconduct.
- Grant Assistant commits himself to follow all Acted's security guidelines and SOP.

TECHNICAL SKILLS

- Minimum bachelor's degree in social science, International Development, International Relations, or other related fields.
- Minimum (1-2) years' experience in a similar position.
- Good writing, editing, and speaking skills in English and Burmese.
- Proficient in Microsoft Office applications (Word, Excel, Outlook).
- Excellent personal organizational skills include time management, and ability to meet deadlines.
- Willingness to work with a team with a positive attitude.
- Strong attention to detail, and excellent analytical, writing and synthesis skills. And good interpersonal skills.

SUBMISSION OF APPLICATION:

Applications shall be in **English** and include: i) a resume of not more than 3 pages; ii) a cover letter expressing the motivation to work for this specific position; iii) a copy of the university degree; and iv) contact details of 3 references should be submitted to -

Email: recruitment.myanmar@acted.org

Applications should be title “**Your Name_Grant Assistant (Yangon)**” and be submitted no later than **13th July 2025 (by 5:00 pm)**.

Only shortlisted candidates will be contacted.