



Pluralism | Diversity | Inclusion

Vacancy Announcement [Senior Grants & Reporting Officer]

Job title and Position “Senior Grants & Reporting Officer”	
Reports to	Grants and Development Coordinator
Hierarchy	-
Grade:	N4
Contract Duration	9 Months
Duty Station	Yangon.



CSI Organizational Profile

Center for Social Integrity is a nonprofit organization dedicated to fostering pluralism, diversity and inclusion through three program pillars: Humanitarian and Development, Peace and Conflict, and Research and Policy Advocacy. CSI was founded in 2016 with a focus on long-term peace building, as well as immediate protection and aid for communities affected by conflict. CSI program regions include northern and central Rakhine State, and the Rohingya refugee camps of Cox's Bazar District, Bangladesh.

Scope of Role

Financial Approval: N/A

External Representation: Yes

Travel Approx: Occasional national and international travel may be required in line with the requirements of the position (<10%)

Job purpose

WHY A CAREER WITH CSI? At CSI, we offer exciting and challenging careers that play an important role in positively impacting the futures of vulnerable families, especially the lives of women and girls worldwide. Inspired by our defined set of values, CSI is active in northern and central Rakhine State and the Rohingya refugee camps of Cox's Bazar District, Bangladesh supporting

Center for Social Integrity

www.centerforsocialintegrity.org
info@csi-global.org



Pluralism | Diversity | Inclusion

communities to build a peaceful, cohesive, and pluralistic society, where human dignity is protected, and diversity is recognized as a source of strength. Our unique culture fosters diversity and a workplace that strives to ensure all our employees feel respected and included. We offer generous compensation and benefits program and a supportive and meaningful environment where we work together to achieve our goals. Come and be a part of our high-performing team together. We foster a society in which diverse peoples work collectively towards peaceful coexistence and resilience.

Duties and Responsibilities

General Description of the Role:

The responsibilities under this role are to support the grants management across portfolios (Peace & Conflict, Humanitarian & Development) including proposal development, reporting, donor meetings and visits, ad-hoc requests, and coordination.

Proposal Development

- Under the supervision of the Senior Grants Coordinator, and in close collaboration with relevant departments, support the development of fundraising documents (e.g. expression of Interests/ Concept Notes/ Proposals) and support proposal requirements (log frame, risk assessment tool, etc.) in line with CSI country strategy and donor requirements; support to ensure adherence to review protocols for development and submission of all such documents.
- Perform research to support and strengthen the development of proposals (regional context, priorities, statistics, etc.)
- In close collaboration with the operations department, ensure coherence of budget figures and budget narratives.

Donor and Internal Reporting

- Support drafting, information, and data collection for narrative reports reflecting the progress and status of projects in a transparent, timely and professional manner; adhering to reporting review protocol.
- Regularly update grants management tools including the grant payment tracker and donor reporting timeline and disseminate to the relevant department.
- Work with finance, program and M&E teams to ensure they are informed on required reporting inputs; disseminate reporting timelines and instructions and ensure timely submission of reports if requested.
- Follow-up with relevant departments as needed for reporting inputs and ensure that all information is correct, verified and adequately formulated.

Donor Relations and Compliance

- Support in timely follow-up to donors as assigned, responding to donor questions, and gathering documentation to fulfill donor requests with inputs from relevant staff
- Help ensure strong adherence to all donor compliance and due diligence requirements by thoroughly reviewing contracts and donor guidelines and creating action plans as required in collaboration with relevant departments.
- Support file-keeping of donor reports, proposals, etc.
- Attending relevant donor or partner meetings, as requested.
- Any other tasks as may be requested in line with the level of this position.



Pluralism | Diversity | Inclusion

Qualifications, Experience and Skills

- At least 2-3 years of experience working in a humanitarian setting.
- Strong Burmese skills (all competencies, native or equivalent)
- Strong English writing capacity (equivalent to B2 / IELTS 6 / TOEFL 80 capacity)
- Highly aware of sensitive and cross-cutting issues, including conflict sensitivity.
- Knowledge of the Rakhine context is a plus
- Familiarity with various grant proposal formats and experience working with key donors such as U.N. agencies & funds, USAID, FCDO, etc.
- Strong capacity to prepare logical frameworks, theories of changes; being familiar with core humanitarian indicators is a plus.
- Familiarity with humanitarian and development budgeting
- Ability to analyze data on excel (use of pivot tables) and to work with large databases

CSI will offer the successful applicant.

- Competitive Salary package depending on the experience and skills.
- Phone Top up cards.
- Staff Insurance will be provided.

CSI is an equal employment and affirmative action employer. We do not engage in practices that discriminate against any person employed or seeking employment based on race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, marital status, disability, genetic information, or any other status or characteristic protected under applicable law.

All employees must adhere to the values and principles outlined in CSI's Staff Policy Handbook and its standards for professional conduct – these are integrity, inclusion, and accountability. In accordance with these values, CSI operates and enforces policies on beneficiary protection from exploitation and abuse, child safeguarding, anti - workplace harassment, fiscal integrity, and anti-retaliation.

Child Safeguarding Statement

CSI is committed to ensuring that wherever we work in the world, there is no tolerance for the abuse of power, privilege, or trust reinforces a culture of zero tolerance towards any form of inappropriate behavior, abuse, harassment, or exploitation of any kind. The safeguarding of our affected population, staff, volunteers, and anyone working on our behalf is our top priority, and we take our responsibilities extremely seriously. All staff and volunteers are required to share in this commitment through our Code of Conduct. We will conduct the most appropriate pre-employment references and checks to ensure high standards are maintained.

CSI is an equal opportunity, disability-confident employer, and committed to achieving the highest standards of fairness, diversity, inclusion, and equality. Center for Social Integrity has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. 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



Pluralism | Diversity | Inclusion

requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

How to Apply

Please email your cover letter and curriculum vitae mentioning the position to which you are applying in the subject line mentioned as “Senior Grants and Reporting Officer” to jobs@csi-global.org

Application Deadline: No later than 5:30 P.M, 9th July 2024 (Tuesday)

Applications will be reviewed on a rolling basis so early submission is encouraged as soon as possible.

Women are strongly and locally encouraged to apply.

We thank all applicants for their interest, however only shortlisted candidates will be contacted for an interview.