



## KARUNA MISSION SOCIAL SOLIDARITY (KMSS)

### Job Announcement

*Ref: KMSS/11/HR/OU-062/APR/2025*

21 April 2025

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Position:	Grant Manager (Emergency response Program)
Location:	KMSS National Office, Yangon, and frequent travel to project areas
Employee Category:	Full Time, (2) posts
Reports to:	Program Manager
Project period:	(10) months (with extendable)

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### KMSS BACKGROUND

Karuna Mission Social Solidarity (KMSS) is an organization aiming to serve the poor, the vulnerable, and the marginalized without any form of discrimination. The organization's mission strategically pays attention to promoting integral human development, delivery of humanitarian assistance and emergency responses, and organization development in Myanmar.

### ROLE PURPOSE

Under the supervision of the Program Manager, the Grant Manager is responsible for the effective overall management of assigned grant. He/she will also responsible for maintenance of the grants tracker, and providing technical mentoring and coaching support to KMSS Diocesan and partner organizations. He/she will work closely with implementing diocesan project managers and partner staff to ensure consistent, timely, and accurate information is collected and immediate identification of any inconsistencies and communicate the donor organization as required. Specific Responsibilities are:

### GRANT MANAGEMENT

- Organize KMSS-DO and Partner Organizations to facilitate the proposal development and submission- preparing and organizing materials for proposals, and submitting and monitoring proposal applications
- Lead technical, budget management, monitoring and reporting activities throughout the project cycle, in line with donor requirements, and good practices.
- Maintain KMSS financial accountability & principles and donor compliance and reporting, including outcome measurement and budgets- taking responsibility for meeting high standards of effectiveness, timeliness, and completeness, including:
  - Monitoring and maintaining donor reporting schedules and requirements.
  - Tracking progress towards programmatic output and outcomes
  - Monitoring grant agreements to ensure spending is within agreed/ approved budgets and the approved project periods
  - Communicate with donor organization in case of delays implementation due to changing context for program adaptation

- Ensure the submission of monthly, quarterly, bi-annual and annual financial reports are in accordance with donors' regulations as stated in grant agreement.
- Ensure the program accountability and learning throughout the program implementation by following and reviewing MEAL plan in regular reflection workshop.

## **PROJECT MANAGEMENT**

### **Planning**

- Organize and involve in proposal development and proposal writing process including identifying and assessing funding needs; funding opportunities; drafting concept notes and project proposals and budgeting
- Prepare and lead the project orientation meeting, regular program meeting and project closure meeting with KMSS DO and partner organizations
- Organize and lead the facilitation of program coordination, activity planning, and knowledge sharing.
- Coordinate and collaborate with KMSS-NO MEAL team for developing MEAL plan which is in-line with KMSS MEAL framework and donor guidelines.

### **Monitoring and Evaluation**

- Ensure the program management is in-line with the KMSS' grant management guidelines, organizational policies, procedures, principles and values.
- Ensure implementation of humanitarian projects and activities are aligned with grant agreement, development/humanitarian principles and standards.
- Conduct monitoring and supervisory regular visit to project fields and diocesan offices for regular interaction with the project teams, stakeholders and beneficiaries.
- Ensure to monitor progress of project activities implemented by KMSS-DO and partner organizations
- Monitor and review the monthly/quarterly financial expenditure in reference to the MEAL plan and ensure to follow the standard operative procedure (finance)
- Lead monthly and quarterly budget/grant review meeting with finance focal to ensure the resources are effectively and efficiently utilized for intended purposes.
- Lead and facilitate quarterly project review meeting with KMSS-DO and partner organizations, project end evaluation and bring lesson learned to further program designing

### **Reporting**

- Coordinate and cooperate with Diocesan Project Managers, Partner staffs and humanitarian MEAL coordinator for ensuring accurate data and information for in-time donor reporting
- Preparing the quarterly, bi-annual and annual progress report and financial report to ensure reports are completed in quality and timely manner

## **STAFF DEVELOPMENT**

- Lead to conduct partner organizational capacity assessment in line with KMSS partner assessment tools with support of OD team
- Lead and facilitate the technical capacity building of KMSS -DO and partner staffs based on requested
- Provide technical support to KMSSDO and partner teams, including developing tools, logical framework, data analysis, planning, and reporting writing

- Together with program manager, and other program team managers, facilitate and organize the learning events in reference to the KMSS National capacity building plan
- Coordinate with Organizational Department team and participate in the Capacity Building and its implementation.

### **EMERGENCY RESPONSE**

- Once emergency occurs, depending on the severity, participate, coordinate and contribute to the ERST activation
- Identify risks in their respective technical areas and update the situational data and information of the risk factors in different project areas

### **COORDINATION & COLLABORATION**

- Work closely and consult with KMSS-DO and partner project managers, Program Manager and Program Quality Advisor
- Organize regular project coordination meeting with KMSS-DO and partner organization
- Lead and involve in donor meeting
- Together with the program manager and diocesan office concerned, discuss and decide the participation and implementation of activities
- Participate and attend regular cluster and working group meeting at National level to provide updates on the humanitarian needs and gaps
- Engage widely with external stakeholders and strengthen KMSS program portfolio on humanitarian response.

### **RISK, COMPLIANCE AND CONTROL**

- Conduct monitoring visit to Diocesan offices if required and ensure the expenses are within the scope of budgets and financial management systems are in place.

### **AUDITING**

- Ensure external/internal audit recommendations are implemented and upheld.

### **EXPERIENCE AND TECHNICAL COMPETENCIES: (include years of experience)**

- A degree or equivalent in relevant technical discipline
- 3-5 years of progressive experience in the following fields: humanitarian response, disaster risk reduction, climate change adaptation, emergency coordination and management
- Experienced in humanitarian work, specifically in response and recovery
- Experience of working with international and national NGOs for multi-projects
- Strong report writing and presentation skills, including the ability to present complex issues clearly and concisely to a broad range of audiences
- Proven initiative, flexibility and ability to prioritize in a demanding environment and to tight deadlines
- Good written and spoken English and report writing skills
- Relevant experience of supporting emergency project/programmes which work with and through local partners
- Experience of developing and implementing best practice and capacity building partners.

- Knowledge and experience on the application of Sphere standards, Red Cross Code of Conduct, and Core Humanitarian Standard
- Experience of data collection and reporting (including basic financial) and good organisational ability
- Experience of working with and monitoring budgets and using spreadsheet for financial analysis and management. Conversant with Microsoft Office.
- Must have a knowledge of the country context and knowledge of major institutional donors and an understanding of how the international development/humanitarian sector operates.

#### **Desirable**

- Proven record of conflict-sensitive programming
- Experience of working with multi-stakeholders
- Familiarity with multi-cultures
- Good understanding of the international donor environment

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#### **APPLICATION PROCESS:**

If you are interested in applying for the post of **Grant Manager** (Emergency response Program) send:

1. Cover Letter
2. Updated Curriculum Vitae

Send email to [hr@kmss.org.mm](mailto:hr@kmss.org.mm) titled **Grant Manager** (Emergency response Program)

**Application deadline is 30 April 2025!!**

**Only Short-Listed candidates will be contacted.**

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*KMSS is an equal opportunity employer Organization. KMSS is committed to protecting children and vulnerable adults against sexual exploitation and abuse. The applicants are advised that the appointment will be subject to appropriate background checks and screening.*