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The Lutheran World Federation Myanmar Program

JOB Announcement

Position title:	Grants Management Officer
Responsibility level:	Grade 5
Report to:	Resource Mobilization Coordinator
Duty station:	Yangon
No of Persons:	One

Background

LWF proactively works with partners to address displacement, poverty, and injustice, including promotion of gender equality and climate resilience

The Lutheran World Federation (LWF) is an international non-governmental organization serving the people of Myanmar since 2008 and Lao PDR since 2012. We are a rights-based humanitarian and development organization. Therefore, at the centre of everything we do are the people involved in and affected by our work: internally displaced persons, returnees, host communities, remote ethnic minorities, and marginalized populations. LWF engages with and supports duty-bearers while empowering partner individuals, households, and community development organizations to claim their rights and become more resilient. Within the LWF Strategy 2019-2024, our work spans the realms of humanitarian assistance, recovery, and long-term development, building upon three interrelated programmatic areas: Livelihoods; Quality services; and Protection and social cohesion.

Publicity must explain how the rights-based empowerment process is implemented and how it facilitates individuals and communities to impart transformational and long-term changes in their lives. LWF's programming seeks to highlight the whole family and the equal role of women and men in decision-making processes. Publicity outputs highlight partnership among donors, Act Alliance members, duty-bearers, communities, and families for the betterment of humanity. Outputs are necessary for donor accountability, resource mobilization, advocacy, capacity building, giving community members a voice, and for demonstrating social engagement among disparate ethnic groups to advance peacebuilding efforts.

Job summary

The Grants Management Officer (GMO) will play a key role in supporting the Resource Mobilization Coordinator (RMC) to facilitate proposal development processes and ensure that the LWF Myanmar programme adheres to all its grant management obligations internally with LWF systems and externally with donors. Under the direction of the RMC, the Grants Management Officer will work closely with Program and Finance colleagues to coordinate proposal development, including coordination with partners and ensuring compliance with organizational and donor-specific requirements. The Grants Management Officer will also work closely with Program and Finance colleagues to manage a portfolio of humanitarian and development grants, working together to ensure compliance to all LWF and donor regulations throughout the project cycle.

The Grants Management Officer will play a key role in building national capacity for fundraising, proposal development, donor compliance, and reporting through supporting the development and roll-out of appropriate tools and trainings. The GMO may be called upon to represent LWF externally, particularly through coordination with partners.

The Grants Management Officer is based in the Yangon Office, and shall initially be required to work from home or a mixture of home and office, depending on Covid-19 restrictions and protocols. S/he shall represent the LWF Myanmar Program in forums and working groups as delegated. Periodic travel to the field offices in Myanmar may be required, depending on Covid-19 restrictions.

Main responsibilities

Major Responsibilities	Performance Expectations
Proposal development process management	<ul style="list-style-type: none"> • Work with RMC to keep abreast of relevant resource mobilization opportunities and maintain up to date donor maps and files, ensure opportunity tracker is regularly updated, etc. • Mapping of potential consortium partners likeminded INGOs, NGOs, CSOs and private sectors. • Prepare brief call details and support MT members to engage in analysis of new funding opportunities and go/no go decision, through the use of clear communications, processes and user-friendly tools. • Under direction from the RMC, coordinate roles and responsibilities with LWF and partner teams, and agree on timeframes for proposal development and hold people to account on deliverables. • Build positive working relationships with other teams in the Country Office (field office staff, Yangon program team including M&E, Finance team, HR, admin/logistics, procurement, etc.) to coordinate and support the development of high-quality proposals. • Ensure all key stakeholders (including partners where applicable) have the up-to-date donor formats and guidelines and are orientated to them, and that proposals are developed to donor standards and comply with LWF policies and practices. • Work with RMC, Program and Finance teams to review proposals, ensuring all necessary costs have been included and that proposal components are duly aligned between narrative, logframe, work plans, and budgets. • Where required, work with RMC, Program team and other relevant stakeholders to coordinate needs assessments, project design workshops and external stakeholder consultations to support project design process. • In coordination with RMC and EMT, develop Teaming Agreements, Partner Agreements, sub-grant agreements, MoUs, etc. for new opportunities or grants, and coordinate the signing process between LWF and partners
Donor Compliance and Grant Management	<ul style="list-style-type: none"> • Facilitate project launch events so that implementation teams and other key stakeholders are well versed in project requirements and implementation expectations. • Work closely with RMC, Programs and Finance teams to coordinate processes related to Amendments, NCEs, etc. on awards. • Collaborate closely with other relevant departments to maintain data base on status of all project start/end dates, grant amount, report, evaluation, audit due dates and other key info, and provide support to relevant staff on required formats and templates and other donor requirements. • Keep files of all concept notes and funding proposals, grant agreements, and other key documentation. • Assess and analyse both successful and failed concept notes and funding proposals for learning purposes. • Assist line Manager as necessary, including representation and attendance at meetings as required, minute taking and coordination with teams to follow up action points identified.

	<ul style="list-style-type: none"> Assist with regular portfolio monitoring, analysis and reports, e.g. monthly monitoring reports, programme budget overview, co-funding requirements, etc.
	<ul style="list-style-type: none"> Support RMC to actively build the resource mobilization and donor compliance capacity of the wider LWF Myanmar staff, e.g. through conducting training needs assessment, supporting the development of training materials and roll-out of training, as well as through close collaboration and on-the-job coaching with colleagues. Build a library of resource mobilization process management tools and process documentation, in collaboration with RMC, and support roll-out of tools across the country program. Train staff to prepare need assessment report, concept notes, and proposal and develop concept notes banks to use as needed.
Others	<ul style="list-style-type: none"> Carry out any other tasks or duties as required or as assigned by the Country Representative, Resource Mobilization Coordinator or their designate

Required qualifications and experience

- At least 5 years' experience in related field
- University degree in International Development, Business Administration, Finance, or related field
- Experience of grant/contract management & sub agreements with knowledge of major funders' guidelines (E.g. EU, ECHO, UNHCR, DFAT, BMZ, pool funds, FCDO, etc.)

Required skills and competencies

- Patient, adaptable, flexible, able to improvise and remain responsive and communicate clearly and effectively under pressure
- Excellent interpersonal and English communication skills
- Ability to work collaboratively with colleagues across the organisation and coordinate across multiple stakeholder groups (including those based remotely) developing effective working relationships to deliver outstanding results
- High level of computer literacy and excellent documentation skills; proficiency in MS Office Suite is necessary for the position
- Ability to proactively identify issues and problem-solving skills to address these
- Willingness to travel to regional/field offices and work in difficult environment according to travel requirements

**** Must have access to a stable home internet line and work effectively from home ****

LWF Myanmar has immediate vacancy for this position. Therefore, Myanmar citizens fulfilling the above requirements are requested to submit an application letter, full CV, copy of NRC, a recent photo, name and contact details of 3 references (one reference must be from current employer), your email and / or telephone number and address. Applications not containing these documents will not be shortlisted.

Lutheran World Federation is an equal opportunity organization, and qualified women, persons with disabilities and diverse gender identities are encouraged to apply.

For detailed information of LWF Myanmar Program, please visit <https://myanmar.lutheranworld.org>

Applications can be submitted via email to hr.myanmar@lutheranworld.org or at any one of the following Lutheran World Federation Myanmar offices.

- 1) LWF- Yangon Office
No.11, Kan Street, (6) Ward, Hlaing Township, Yangon.

2) LWF– Sittwe Office
House No.278, Thit Sar Street, North San Pya Ward, Pyi Taw Tar Quarter, Sittwe, Rakhine State, Myanmar.

3) LWF – Chin Office
No.552, Tha Khin Aung Min Street, West Ward, Mindat Township.

4) LWF – Kayin Office
No. 6/833, Corner of Sein Si Mya Street and Hpa Yar Street, 6 Ward, Hpa An Township.

5) LWF– Ann Office
No. (16), Yadanar Street, 5 Ward, Ann Township.

Note: Only shortlisted candidates will be contacted for written test and interview. The shortlisted candidates have to bring the updated education certificates for interview.

Application Deadline: 10 October 2021; 5:00 pm