

JOB DESCRIPTION

Position Title:	Grants Management Specialist, USAID-Viet Nam Biodiversity Conservation program
Direct reports to:	Finance Coordinator, USAID-Viet Nam Biodiversity Conservation program
Technically reports to:	Head of Finance, WWF-Vietnam
Directly supervises:	N/A
Technically supervises:	N/A
Duration:	July 2020 – June 2025
Location:	Hanoi City, Vietnam

I. Background

WWF was one of the first International non-government organizations working in Vietnam. In 1985, WWF began working on a national conservation strategy and since then has worked closely with the Vietnamese Government on a diverse range of environment issues and implemented field activities across the country. Find out more at <http://vietnam.panda.org/>. WWF recognizes that its employees are its most important asset. A competent workforce, thoroughly trained, properly motivated, and bound together by mutual trust and common objectives is crucial to the success of WWF.

The “USAID Biodiversity Conservation” activity is a 5 year-program starting from July 2020 to June 2025. The program aims to maintain and increase forest quality as well as protect and stabilize wildlife population in five high conservation value provinces (Quang Binh, Quang Nam, TT Hue, Quang Tri, and Lam Dong). The program targets ten special use forests and at least five protection forests, linking forest management units across the landscape to maintain forest cover and connectivity of habitats vital for the protection of Vietnam’s threatened and endemic species.

II. Major Functions:

Under the direct supervision of the Finance Coordinator of WWF-USAID program, the Grants Management Specialist shall support the Finance Coordinator and COP of the program in providing related policy guidance to program staff as well as sub-grantees, analyze and evaluate grant applications, proposals, and awards to ensure adherence to WWF & USAID policies. S/he also ensures proper negotiation of the terms and conditions for grants and views and analyzes budget estimates for correctness, consistency and reasonableness while ensuring all items are allowable and allocable.

III. Major Duties and Responsibilities:

The Grants Management Specialist’s key roles and responsibilities include but are not limited to the following:

Financial Management of Sub-grantees/Partners:

- Prepare documentation for grant evaluation and approvals.
- Prepare grants’ agreements, and ensure required documentation completion as per the agreement and ensure diligent follow-up on grant reports.
- Review grant applications to ensure they match the program’s objectives and in line with the Grants Management Guideline.
- Conduct pre-award audits of possible grantee organizations, in addition to audits during implementation and at close-out, as needed and in consultation with the Finance Coordinator and the Head of Finance of WWF Viet Nam.
- Monitor grantees to ensure they implement and administer grants according to the signed grant agreement and USAID regulations; Monitor the projected expenditure against their actual spend.
- Monitor technical implementation of grants to ensure timely progress and according to submitted technical reports, proposed strategy and work plans.
- Be the focal point for finance, procurement & admin related matters for all sub-grantees/partners of the program
- Perform all other relevant duties that may be required to ensure the overall efficient implementation of the USAID-program activities.

Reporting – Grants Budget:

- Provide monthly financial reports on grants budget to the Finance Coordinator and COP (i.e. expenditure reports by grantees (burn rates vs obligations, burn rates vs budget).
- Prepare other ad-hoc reports as required by the Finance Coordinator, COP or Head of Finance.

Policy development and Capacity building:

- Draft and develop a Grants Management Guideline for the program, and ensure USAID approval.
- Update the Grants Management Guideline per current USAID regulations and obtain USAID approvals for all updates.
- Conduct periodical meetings with finance staff of sub-grantees/partners to review the program burn rates, discuss challenges encountered and agree on solutions.
- Conduct training as needed, such as for various potential sub-grantee organizations and internal program staff, etc.
- Any other duties assigned by the Finance Coordinator, COP or his/her designee.

IV. Profile:

Required Qualifications

- Bachelor's degree in business administration, accounting or finance. A Master's degree and/or a recognized accounting/procurement qualification would be a plus.
- Minimum 5 years' experience in USAID grants design & management or similar capacity
- Familiarity with USAID Contract Management and Grants Management policies and procedures
- Strong knowledge of generally accepted accounting practices, financial reporting standards, financial management processes and procedures

Required Skills and Competencies

- Good communication skills, coupled with diplomacy, numeracy, and business acumen are essential.
- Proven interpersonal and people-management skills
- Demonstrated ability to communicate effectively in English, both verbally and in writing
- Proven experience of designing business processes, setting standards, or establishing operating policies and procedures is desirable, preferably in a project or program management context.
- Demonstrated ability to establish and maintain clear lines of communication within a wide network of contacts is necessary.
- Strong service orientation.
- Experience of working in a multicultural environment.
- An interest in conservation.
- Strong financial skills, as well as a well-organized approach to work are necessary, legal skills in contract development would be an advantage.
- Adheres to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging

V. Working Relationships:

Internal: Interact on a regular basis with WWF-US focal point, COP, DCPO, Finance Coordinator, relevant Component Leaders, Manager of Project Finance Unit & Head of Finance of WWF Vietnam. Coordinate and consult with related program focal points.

External: Interacts with donors, partners, sub-grantees, consultants and field offices as required in fulfilment of duties.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.