

## JOB DESCRIPTION

**Job Title** : Subawards/ Grant Manager  
**Program** : USAID's Vietnam Action Against Plastic Pollution  
**Reports to** : Operations and Finance Director  
**Location** : Hanoi, Vietnam

### Background

Chemonics International seeks applications for a long-term, full time Subawards Manager for the USAID-funded Vietnam Action Against Plastic Pollution Project. The Vietnam Action Against Plastic Pollution Project aims to reduce ocean plastic pollution at its source in Vietnam through strategic approaches such as convening stakeholders' power, promoting the creation and implementation of data-driven policies, enhancing knowledge and sharing learning, promoting appropriately scaled technology and solutions, and providing technical expertise and building capacity of local governments to manage waste at its source and prevent plastic pollution in our oceans. We are looking for individuals who have a passion for making a difference in the lives of people around the world. The position will be based in Hanoi.

The Subawards Manager will lead VnAAPP's subaward and grants fund strategy, provide tools, templates, and process guidance for all steps throughout the award lifecycle, including design, solicitation, due diligence, negotiation, award, monitoring, and closeout. The Subawards Manager will provide guidance to potential partners on application process and works hand-in-hand with technical teams to identify subawards.

Under the supervision of the Operations and Finance Director the Subawards Manager will:

- Ensure full compliance with all applicable USAID rules and regulations and Chemonics policies, practices, and procedures (ADS, CFR, Vietnam Action Against Plastic Pollution Sub-award Manual) in place, including grant solicitation and selection procedures, grant awards, grant implementation, grant monitoring and evaluation and grant closeouts.
- Advises and guides the technical teams on the development for the various Notice of funding opportunities (requests for applications, annual program statements...)
- Assists in evaluating grant concepts, applications, and grant agreement/award documents to ensure adherence to established grants management policies and best practices.
- When necessary and appropriate, in coordination with finance and technical staff, performs pre-award risk assessments to determine applicant management and technical capacities to administer grant awards.
- Provides capacity building during implementation phase to improve findings if any. Documents the improvements and shortfalls for lesson learnt.
- Drafts, negotiates, and oversees initiation of grant agreements and modifications. In close consultation with the technical teams and provides inputs to the scopes of work and ensure that milestones, where applicable, comply with terms and conditions of the awards. Ensures proper negotiations of the terms and conditions for VnAAPP grants including cost share and review and analyze budget estimates for allocability, reasonableness, and consistency. Review draft budgets before they are approved.
- Conducts the kickoff meetings on technical, financial and sub-award management with sub-awardees prior to actual implementation.

- In coordination with technical and support staff, analyzes, assesses, and assists with budgetary and financial aspects of grant applications, recipient financial management capacities, and planning for implementation and funds disbursement needs for grants implementation throughout the life of the program.
- Ensures effective liaison between VnAAPP staff and sub-awardees, provide sub-awardees with technical advice and assistance related to grants administration, including financial documentation and management, procurement requirements and implementation planning.
- Assists VnAAPP management team with identifying new ways of achieving program efficiencies in budgetary and financial aspects of grants management.

### **General requirements:**

- Ensures that all Sub-award files are maintained in a current, complete manner, in conformance with the Chemonics filing system, and that they are audit-ready at all times.
- As appropriate, develops and provides additional trainings for sub-awardees as needed, such as budget development, USAID rules and regulations, and program coordination. Provides policy guidance and interpretation for both VnAAPP sub-awardees and staff involved in grant making, grants management and procurement.
- Supervises Subaward/Grant Officer (s)
- Performs other duties as necessary or assigned.
- Travel as necessary and applicable.

### **Qualifications**

The Subawards/ Grants Manager shall have the following qualifications:

- Degree in business administration, accounting, management, or related field, advanced degree preferred.
- Minimum 8 years' experience managing or administering grants including for USAID programs.
- Previous work on USAID or other donor funded projects required, previous experience with USAID cooperative agreements preferred.
- Demonstrated ability to work productively within a team;
- Possess excellent organizational and multi-tasking skills;
- Excellent interpersonal and communications skills, with demonstrated diplomacy and the ability to communicate effectively in a cross-cultural environment;
- Computer skills including strong knowledge of Microsoft Excel, Word and Office applications;
- Excellent communications skills
- Fluent in English.

### **Applications Instructions**

Please submit your cover letter and resume to [VnAAPPRecruitment@chemonics.com](mailto:VnAAPPRecruitment@chemonics.com) by **October 24, 2023**. Early applications are encouraged. Please include the title of the job in the email subject line. No telephone inquiries please. Kindly note only shortlisted applicants will be contacted. We review applications on a rolling-basis. The protection of your personal data is important to Chemonics.