



## Vacancy Announcement

<b>Position:</b>	Regional Subaward Coordinator – Greater Mekong and South Asia
<b>Reports to:</b>	Regional Grants & Program Manager
<b>Location:</b>	This position can be based in one of our country or regional program offices in Asia with a preference for Thailand, Viet Nam, Cambodia, Laos
<b>Country Program/Sector:</b>	Global Conservation Program, Asia Conservation Program
<b>Position Type:</b>	Full-Time, One-year Contract Renewable
<b>Scope/Capacity:</b>	Regional
<b>Coordinates with:</b>	Regional Business Manager, Regional Grants Manager, Regional Comptroller, Finance and Grant teams of Country and Regional Office, Regional Offices, Regional and Country Program teams, Departments at WCS HQ including Office of The General Counsel, Finance Operations, Compliance and Grants Management and Compliance, and Global Resources.

### **Organization Background:**

The Wildlife Conservation Society (WCS) is a US non-profit, tax-exempt, private organization established in 1895 that saves wildlife and wild places by understanding critical issues, crafting science-based solutions, and taking conservation actions that benefit nature and humanity. With more than a century of experience, long-term commitments in dozens of landscapes, presence in more than 60 nations, and experience helping to establish over 150 protected areas across the globe, WCS has amassed the biological knowledge, cultural understanding and partnerships to ensure that vibrant, wild places and wildlife thrive alongside local communities. Working with local communities and organizations, that knowledge is applied to address species, habitat and ecosystem management issues critical to improving the quality of life of poor rural people whose livelihoods depend on the direct utilization of natural resources.

WCS has established programs in all the countries of the Greater Mekong, and South Asia. These are focused on long-term commitments to large landscapes, particularly in the Greater Mekong countries of Laos, Cambodia, Myanmar and Thailand. The Greater Mekong and South Asia are some of the most important global priority regions for biodiversity conservation, and their forests provide a natural barrier against the emergence of zoonotic pandemics.

### **Job Purpose:**

The Regional Subaward Coordinator will be responsible for achieving project objectives and ensuring compliance with funding requirements. He/she will be responsible for the oversight and management of subawards, ensuring administrative work and compliance with organizational policies and donor regulations, while fostering effective collaboration with subaward partners to achieve project goals.

### **Major Responsibilities:**

#### **Subaward Administration:**

- Manage the entire subaward lifecycle, including solicitation, negotiation, and execution of agreements, create coding, monitoring until grant closed.

- Coordinate with relating parties to ensure all subawards are compliant with relevant laws, regulations, and donor guidelines.

**Risk Management:**

- Lead to conduct thorough risk assessments of potential subawards, identifying key risks and developing appropriate mitigation strategies.
- Monitor and assess the financial and operational performance of subrecipients.

**Capacity Building and Support:**

- Provide ongoing technical assistance and training to subrecipients to enhance their financial management and compliance capabilities.
- Develop and deliver workshops and training sessions on best practices in subaward management.
- Roll out any new training and communication on changes in subaward policy to internal colleagues.

**Financial Oversight:**

- Review and approve financial reports from subrecipients, ensuring accuracy and compliance with budgetary guidelines.
- Once the financial report is approved, liaise with Finance Manager to process payments to subgrantee
- Track subaward expenditures against budgets, identifying variances and implementing corrective actions as necessary.

**Monitoring and Evaluation:**

- Lead the monitoring and conducting to assess subrecipients' performance against project objectives and deliverables.
- Regularly review subrecipient progress and provide feedback for improvement.

**Reporting and Documentation:**

- Prepare comprehensive reports on subaward activities for internal stakeholders and donors, highlighting key performance indicators and compliance issues.
- Maintain accurate and organized records of all subaward documentation.
- Develop a database containing all subaward documentation and be the main point of contact for all related subaward matters with WCS HQ

**Collaboration and Communication:**

- Build and maintain effective relationships with subrecipients, providing guidance and support throughout the project lifecycle.
- Work closely with internal teams (e.g., finance, programs) to ensure cohesive project implementation.

**Minimum Requirements and Job Skills:**

**Education:** Bachelor's degree in Finance, Business Administration, International Development, or a related field; Master's degree preferred.

**Experience:**

- Minimum 3 years of experience in subaward management, grants and subgrant administration including administering small subawards in an international environment. Experience in an international organization/ NGO, development agencies is preferred.
- Experience in managing substantial (>USD 750,000) US Government grants and/or contracts (i.e. USAID, DTRA, INL) required; additional experience of European Governments, UN and/or other bilateral/multilateral grants preferred.
- Proven grant and financial management experience in a multi-funder environment.

**Skills:**

- Strong understanding of grant compliance and financial management principles.
- Excellent analytical, communication, and interpersonal skills.
- Proficiency in relevant software (e.g., MS Excel, financial management system and major financial accounting and reporting software (SAP or equivalent)).
- Excellent oral and written English skills required.

**Competencies**

- Attention to detail and strong organizational skills.
- Ability to work independently and collaboratively in a team environment.
- Ability to work effectively with a diverse team and in cultural sensitive environment.
- Strong problem-solving skills and the capacity to manage multiple priorities.

**How to apply:**

Interested candidates who meet the above qualifications, should apply by sending a motivation letter and CV to [hrgmksa@wcs.org](mailto:hrgmksa@wcs.org) by **Monday 16<sup>th</sup> December 2024**

**Please note that only short-listed candidates will be contacted.**

WCS is an equal opportunity employer, and the organization complies with all employment and labor laws and regulations that prohibit discrimination in hiring and ensures that candidates from all backgrounds are fairly and consistently considered during the recruitment process. We are dedicated to hiring and engaging a diverse workforce. We are committed to cultivating an inclusive work environment and look for future team members who share that same value. The organization provides equal employment opportunities for all qualified candidates. The organization does not discriminate for employment based on gender, race/ethnicity, religion, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status, caste, genetic information or any other covered status or characteristic protected by laws and regulations/and similar categories.

It is everyone's responsibility to ensure that we do not tolerate discrimination or harassment based upon a person's membership in one of these protected categories in areas such as recruitment, selection, job assignment, supervision, training, promotions, job grading, transfers, termination, compensation, benefits, educational opportunities, WCS sponsored recreational activities and facilities.

The organization complies with the spirit and intent of relevant local laws and WCS's employment policies.