

## **Job Description**

**Position: Grants Manager (GM)**

**Supervisor: Pact Vietnam Country Manager**

**Duty station: Hanoi, Vietnam**

### **Position Purpose:**

The GM will work closely with and report directly to the Country Manager in managing all sub-awards. This includes overseeing the preparation, negotiation, and monitoring of grants/contracts with partners and ensuring compliance with donor rules & regulations as well as Pact policies & procedures. This position is contingent upon funding.

### **Specific Duties and Responsibilities:**

- Serve as primary liaison between Pact Vietnam and the Grants and Contracts team at Pact headquarters;
- Oversee pre-award assessments of sub-partner systems to assess levels of risk and determine capacity building needs (or progress), as well as repeat assessments for monitoring purposes;
- Ensure all contract-related documentation, including desk survey results and pre-award assessment reports, memoranda of negotiation, grants/contracts agreements, purchase orders, modifications, etc., are fully and accurately prepared prior to submission to management for review and approval;
- Ensure continuing improvements to and routine updating of the sub-contracts monitoring matrix to ensure effective tracking of partner spending rates, grants/contracts management efficiency and compliance with donor and Pact rules and regulations
- In collaboration with Finance staff, monitor partner expenditure rates for consistency with project time expired and to analyze and track new advance requests in light of advance reconciliation status;
- Collaborate with other team members to prepare training materials and providing training to Pact partners on grant/contract management and USG rules and regulations;
- Support, mentor, and provide training to partners to ensure compliance with USG rules and regulations and Pact's requirements as stated in their agreements;
- Establish and supervise implementation a routine contract monitoring schedule, including routine and extraordinary site visits;
- Coordinate closeout procedures for completed sub-grants/contracts;
- Develop, refine, and maintain Pact's Sub-Grants Management manual;
- Others duties as assigned by the supervisor.

## **Required Qualifications:**

- BA in Public Administration or equivalent experience in relevant fields;
- Minimum of 7 years work experience with at least 5 years relevant experience in grants/contract management;
- Experience working in an international NGO, multilateral agency, or donor context preferred;
- Knowledge of USG rules & regulations an advantage;
- Demonstrated problem solving and negotiating skills;
- A strong team player with excellent interpersonal skills and the ability to work in a high profile, fast-paced environment;
- Ability to work independently, as well as part of a team, take initiative, and coordinate and prioritize among multiple simultaneous assignments;
- Attention to detail and ability to analyze;
- Strong organizational, record-keeping, and documentation skills;
- Ability to exercise tact and diplomacy to deal with confidential and sensitive issues with discretion, and to maintain confidentiality;
- Personnel management experience;
- Ability to make decisions in challenging situations;
- Excellent English speaking and writing skills;
- Computer literacy, particularly in Excel, MS Word, and financial or program management software packages;
- Willingness and ability to travel as needed to all project sites.