



JOB VACANCY ANNOUNCEMENT

GRANTS MANAGER

Job Title: Grants Manager

Location: Malé, Maldives with occasional travel

Duration of Contract: Initial fixed-term contract of 1 year (with a 3-month probation period) with the possibility of extension

Remuneration: MVR 23,808

Start Date: Immediate

I. Organizational Background

Transparency Maldives (TM) is the country's leading anti-corruption non-governmental organization, and is part of a global coalition sharing one vision: a world in which government, business, civil society and the daily lives of people are free of corruption.

Transparency Maldives received formal government registration in 2007, and is the National Chapter of Transparency International (TI) in the Maldives. Further details of our work can be found [here](#).

II. Position Summary

The Grants Manager is responsible for the setting up, management, and oversight of the organization's grant-making process and its operations. The Grants Manager will work closely with project teams, finance team, and monitoring and evaluation team to ensure that financial tracking of grants is accurate and timely. The Grants Manager will also provide support to the fundraising efforts of the organization.

III. Key Roles and Responsibilities

The Grants Manager is responsible for:

- Designing and execution of the grant application and management system to ensure effective and consistent approach to the organization's grant-making process.
- Managing the grant management team on a daily basis to achieve the performance indicators agreed with donors and in line with approved budgets and work plans.
- Ensuring the implementation of TM's Call for Proposals and grantee selection processes including thorough review and assessment of concept notes and full-fledged proposals, accompanying budgets and monitoring and evaluation frameworks submitted to TM.

- Providing technical support and necessary training to grantees to ensure successful implementation of grant projects.
- Ensuring that grantees understand and meet compliance requirements of donors and the organization.
- Substantive monitoring and evaluation of grants, identification of operational and financial problems, development of solutions.
- Timely preparation and submission of progress reports and financial reports to TM management and donors.
- Maintaining a centralized database of all active and closed grants, and provide portfolio updates to the Executive Director on a quarterly basis and as requested.
- Undertaking technical and monitoring missions to TM grant recipient projects.
- Working together with M&E staff to ensure grantees adhere to monitoring and evaluation requirements.
- Supporting the organization's fundraising efforts (writing concept notes to developing proposals to participating in donor roundtables).
- Any other tasks as assigned by the Executive Director.

IV. Key Qualifications:

Required:

- Bachelor's degree in social sciences, business administration, public administration or other related field.
- Four years experience in grant management, project management and implementation, financial analysis, accounting/auditing, or other related field.
- Experience in supporting fundraising activities.
- Solid grasp of project finances and managing complex budgets.
- Excellent interpersonal skills, including ability to work independently and as part of a team.
- Proactive, detail oriented, highly organized, problem solving mindset.
- Able to work under pressure to meet tight deadlines and work long hours when required.
- Good knowledge of MS Office (in particular Word, Excel and PowerPoint).
- Ability to handle confidential information.
- Professional language proficiency (written and spoken) in both Dhivehi and English.
- Commitment to the values and standards of Transparency Maldives and Transparency International.

Desirable:

- Master's degree in social sciences, business administration, public administration or other related field.

- Knowledge of auditing policies.
- Knowledge of donor agencies and working with non-governmental organizations.

V. What We Offer:

- The opportunity to become part of the global movement against corruption and make a positive contribution in the field of transparency and accountability working on a wide range of relevant and challenging issues.
- A role with a purpose, working in a team of engaged and enthusiastic colleagues and experts in the field of anti-corruption and driven and united by the desire to fight corruption and achieve significant and large-scale impact.
- A stimulating, dynamic, friendly and flexible working environment.
- A high degree of collaboration and autonomy in an organization that prioritizes well-being of employees.

Closing date for applications: 18 April 2020

Application and selection procedures:

Applicants should send the following documents addressed to Aiman Rasheed, Acting Executive Director, with your name and the position in the subject line to jobs@transparency.mv.

- Cover letter explaining how you meet the requirements of the role and why you are applying (2 pages max).
- Recent CV (2 pages max), with details of relevant experience.
- Names and contact details of two referees.

Only short-listed candidates will be contacted for interviews.

Transparency Maldives is an equal opportunity employer. Selection of staff is made on a competitive basis, and we do not discriminate on the basis of national origin, race, colour or ethnic background, religious belief, sex, gender identity and expression, marital or family status, age or ability. We kindly ask applicants to refrain from including in their application information relating to the above as well as from attaching photos.