

---

## Job Description Grants Monitoring Officer

### ABOUT US

With more than 30 years of experience, Cowater is Canada's global leader in management consulting services specializing in international development. Cowater is managing the Australia-Cambodia Cooperation for Equitable Sustainable Services (ACCESS) Program. ACCESS is a three-year (2018-2021) Australian Government initiative to improve the sustainability, quality and inclusiveness of services for persons with disabilities and for women affected by gender-based violence (GBV) in Cambodia. ACCESS reflects Australia's strong commitment to supporting human rights, gender equality and disability-inclusive development in our region. ACCESS works in partnership with the Royal Government of Cambodia to support the implementation of the National Action Plan to Prevent Violence Against Women (NAPVAW) and the National Disability Strategic Plan (NDSP).

### SUMMARY OF POSITION

Cowater International Inc. is recruiting a **Grants Monitoring Officer** to support a DFAT-Australia funded development initiative in Cambodia, which aims to improve budget processes and increase the accessibility of services for persons with disabilities and for women affected by gender-based violence (GBV).

Reporting to the Senior Grants Management Officer and with indirect reporting line to Head of Operations, the Grants Monitoring Officer is:

- Responsible for ensuring that grantees administrative submissions to ACCESS are compliant with internal grant policies and procedures and associated contractual requirements.
- Responsible for conducting pre-award due diligence assessments and ensuring that recommendations associated with due diligence assessments and audits are duly implemented by grantees.
- Undertaking on-going grantee health checks, particularly across financial and budgetary compliance areas and where required assist with various Grantee financial compliance training sessions.
- Monitor and compile Grantee quarterly financial submissions, and review and verify all submitted acquittals.

### KEY RESPONSIBILITIES

Under general guidance of the Senior Grants Management Officer, manage administrative support for all Grant activities including but not limited to:

1. Work closely with Senior Grants Management Officer on the grant competitive selection process as required, ensuring that all referenced forms (ACCESS Grant Manual) are printed and available during the process.

2. Work closely with Senior Grants Management Officer, prepare grant agreement/ Deed of Variation checklist (provide correct budget code, check partner track record on the World Bank listing of ineligible firms or the Asian Development Bank sanctions list , prepare documents for signing by both parties)
3. Receive grant agreement from partner, make sure grant agreement signed by relevant persons and fully signed by both parties
4. Send original and scan document of fully signed agreement to partner for their archive
5. Provide administration support to the grants unit including file financial report and store in the share drive properly
6. Assist Senior Grants Management Officer prepares tranche payment of each Partner, and make sure all financial reporting deliverables and associated acquittals are accurately and submitted by each partner and are completely verified and submitted to Senior Grants Officer for quality assurance.
7. Raise tranche payment into Cowater, attach and compile documents as deliverable
8. Assist Senior Grants Management Officer work closely with Finance Team provides budget code for each partner based on information from Program Team
9. Confirm partners that they receive the tranche payment
10. Provide administration support to the grants unit through assisting Senior Grants Management Officer update grants administration, including all relevant agreement closure documents stored in the drobox with a standardized grant documents name.
11. Assist Senior Grants Management Officer provides documentation for attendance declaration, file attendance list and attendance declaration saved properly in folder and update participant list in the share drive
12. Develop and maintain good working relationships with all ACCESS stakeholders/partners

### **Other tasks**

1. Immediately report any suspected fraudulent or corrupt activities to your ACCESS supervisor or relevant Director.
2. Proactively identify risks, manage those within your level of accountability.
3. Comply with DFAT and ACCESS policies on gender, disability, fraud and anticorruption, HIV and AIDS, child protection and the environment
4. Ensure compliance and adherence to various operational policies, guidelines and manuals issued by DFAT and ACCESS in the areas of Administration, Finance, Human Resources, Procurement, Grants Administration etc.
5. Demonstrate commitment to gender equality and social inclusion (GESI) by proactively identifying opportunities where GESI can be integrated into Activities to achieve set goals.
6. Undertake other duties as required by your supervisor.

## JOB REQUIREMENTS

### Education:

- Held a university degree in Finance, business/ commerce, economics or related subjects

### Minimum Experience:

- Minimum 6 years of experience in managing grant activities, especially in grant monitoring, within projects funded by international organizations
- Previous qualifications and experience related to the applied position specifically in development program in Cambodia
- Full compliance of grant activities with prevailing corporate rules, regulations, policies and strategies.
- Strong time management, organisation and administration skills;
- Understanding of gender equality and social inclusion issues.

### Essential Skills:

- Familiarity with working with donor-funded programs and government.
- Specific qualifications in procurement and grant.
- High level English language proficiency.
- Ability to work independently and as a team.
- Ability to adapt to a fast-paced working environment with multiple deadlines.
- Ability to maintain confidentiality and demonstrate professionalism.
- Has initiative and problem-solving skills
- Has strong computer skill, able to work in Microsoft office (Word, Excel, Power Point).

Job Location : Phnom Penh, with travels to the provinces depending on job requirement

Schedule : Full-Time

Salary : As per experience and salary grid

Closing Date : September 11<sup>th</sup>, 2020

How to apply : Please send your cover letter and CV to [jobs@accesscambodia.org](mailto:jobs@accesscambodia.org) and call to 012 876 549 if you have any question regarding to the application.

Cowater International Inc. promotes equal opportunities for all. We welcome and encourage applications from women and from persons with disabilities. Candidates are encouraged to apply before the closing date provided as applications will be assessed as they are received. Only applicants shortlisted for interview will be contacted.