



## Grants Coordinator

(Salary indication: THB 90,000 – THB 100,000)

### Who We Are

In Sanskrit, Manushya means 'Human Being'. It was founded in 2017 by [Emilie Palamy Pradichit](#), with the vision to build a movement of **Equal Human Beings** ∞ **#WeAreManushyan** ∞ Manushya is an Intersectional Feminist organization reinforcing the power of Humans, in particular local communities and women human rights defenders, to fight for Human Rights, Equality & Justice!

#### ∞ Our Vision ∞

#WeAreManushyan • Equal Human Beings • We Believe in the 'Infinite Positive Power of Humans' in building together inclusive, just, equal and peaceful societies in Asia, where everyone enjoys human rights, leaving no one behind.

#### ∞ Our Mission ∞

We connect and reinforce the power of local communities across Asia to be at the center of decisions and policies that affect them. Communities become Agents of Change fighting for their rights and providing solutions to improve their lives and livelihoods.

#### ∞ Our Thematic Focus ∞

1. **Defending Democracy & Digital Rights:** We work towards the promotion and protection of democracy, online freedom of expression and online privacy.
2. **Fighting for Corporate accountability & Climate Justice:** We're committed to put People & Planet over Profit!
3. **Seeking Justice before the United Nations Accountability Mechanisms:** We reinforce the power of local communities to engage with UN Human Rights Mechanisms, ensuring their voices and needs are taken into account to improve the situation on the ground. We also pursue international litigation cases to bring Justice to communities!
4. **Powering Women Leaders:** We apply a gender lens to our work and ensure women human rights defenders lead human rights decisions and initiatives.
5. **Protecting & Resourcing Human Rights Defenders:** We protect HRDs and provide subgrants to marginalized communities affected by unfair policies and facing the most adverse impacts of business conducts.

∞ **How does change happen?** Check our website and social media platforms to learn more about our Theory Of Change, strategies and campaigns!

## Grants Coordinator

The Grants Coordinator at Manushya plays a pivotal role in overseeing the accurate, efficient, and transparent management of grants throughout their lifecycle, from proposal to project closure. This encompasses a range of responsibilities, including pre-award assessment, risk evaluation, and post-award closure activities. Integral to the role is the monitoring and evaluation of grants management procedures to ensure consistency by all stakeholders. Key duties include reviewing donor contracts and agreements to ensure alignment with Manushya's Grants Manual, advising on compliance with donors' regulations, and leading due diligence assessments as required. The Grants Coordinator also coordinates agreement amendments, develops sub-grantees' agreements including LoA, MOU, consultant contracts, emergency assistance reports, and receipts, and ensures the submission of high-quality financial reports in compliance with regulations. Regular responsibilities involve managing award coordination, serving as an internal focal point for compliance with donors' regulations, and providing guidance on sub-grantees' procurement processes. The Grants Coordinator conducts training for grantees on compliance, tracks and manages sub-grants, and supports fundraising efforts by co-developing proposals and budgets. Additionally, the role includes providing support for organizing workshops, meetings, and missions, preparing requested information or reports, and representing Manushya when required. The position requires the ability to travel or take international meeting calls outside working hours and may involve other assignments as directed by the supervisor.

### Key Responsibilities:

#### Overview

- Ensure an accurate, timely, efficient, and transparent process for the entire grants life cycle, from proposal to project closure. This position in grants management entails pre-award assessment, risk assessment, update and analyze grants matrix, review, or produce relevant reports, monitor awards and manage post-award closure
- Monitor and evaluate the consistent usage of grants management procedures at Manushya by all stakeholders

### Award Management and Coordination

#### Pre-award

- Review donor contracts/agreements and flag any points that might not align with Manushya's Grants Manual, procedures, and support contract negotiations.
- Maintain knowledge of grant agreement language and regulations, serving as a knowledge resource on assigned donors and advancing questions where needed.
- Oversee with the Finance Manager that Manushya's internal controls policies are updated and comply with Thai laws and donors' regulations.
- Ensure sharing of compliance requirements.
- Lead on due diligence assessment when and as required by an existing or new donor.

#### Post-award

- Act as an internal focal point to ensure Manushya's compliance with donors' regulations. Consistently review and advise on compliance requirements to ensure all personnels follow accordingly.
- Ensure appropriate award management throughout the project cycle and raise compliance issues proactively with the team, the Operation of Finance and Human Resources, and the Executive Director.
- Coordinate any required agreement amendments.
- Develop the sub-grantees' agreements, including LoA, MOU, consultant contracts, emergency assistance reports, and receipts, etc.
- Work closely with the Finance Manager and the Program Associate to submit high quality financial reports, on a timely basis according to Manushya and donors' regulations.
- When necessary, support the Senior Development Officer and the Program Officer to submit high quality narrative reports, on a timely basis according to Manushya and donors' regulations.
- Keep the Executive Director, the Operation of Finance and Human Resources, and Senior Management Team informed of any projected inability to meet contractual obligations, report submission, and spend rates/significant budget variances. Be able to actively mitigate risks through proposing remedial solutions in consensus with the Executive Director and the Senior Management Team.
- Support the Executive Director and the Operation of Finance and Human Resources on tracking the burn rates of the projects, in close collaboration with the Finance Manager and Program Associate.

### **Subgrants Management**

- Conduct training for grantees on compliance, including narrative and financial aspects, together with the Senior Development Officer.
- Oversee Program Associate and Program Officer to track and manage the sub-grants, in relation to grants' expenses and impacts on the ground.
- Provide guidance to Program Associate and Program Officer to ensure that the sub-grantees' procurement process is aligned with the donors' requirement.
- Review, edit and highlight any non-compliance/underachievement and other potential that is misaligned with Manushya's policies and donors' regulations.
- Oversee sub-grants tracking, ensuring forward planning and preparation for donor financial report writing, and timely submission of sub-grantee reports.
- Establish effective communication and cooperation with sub-grantees on project implementation, reporting, information sharing and further work planning.
- Develop subgrants' tracking tools update their progress regularly.

### **Fundraising Support:**

- Co-develop high-quality proposals particularly budgets to raise funds for Manushya with Senior Development Officer and Finance Manager.
- Partake in fundraising meetings as necessary, especially when budget is involved.

### **Additional Tasks**

- Support the grants team with any other management/administrative tasks as assigned by the Executive Director and the Operation of Finance and Human Resources.
- Provide support for organizing workshops, meetings, and missions to visit grantees.
- Prepare any requested information or reports on the managed portfolio, as requested by the Executive Director.
- Represent Manushya when requested.
- Ability to travel or take international meeting calls outside working hours.
- Other assignments by direct supervisor.

### **Position conditions**

The position is full-time and paid.

### **Person Specifications**

#### ***Experience***

- At least 3-5 years of experience of grants management and compliance;
- Direct experience in international humanitarian/development/human rights work;
- Familiar with general accounting principles, grant administration, and procurement processes;
- Demonstrated experience in financial planning and budget oversight;
- Demonstrated experience in contract negotiation, management and administration.

#### ***Competencies***

- Heart-based Leader;
- Mission-focused;
- Process-minded, with a commitment to accuracy and compliance;
- Self-starter who takes initiative, using sound, independent judgment and integrity, and seeking guidance and feedback where appropriate—a doer as well as a manager;
- Positive, team-orientation, and commitment to building trust-based relationships with colleagues;
- Honesty, loyalty and compassion;
- Commitment to feminist theory and practice;

- Commitment to human rights principles and standards;
- Experienced and comfortable with working within Thai culture;
- Effective ability and experience working in a multicultural environment;
- Strong oral and written communications skills in Thai and English.

### **Qualifications**

- Education: Master's or Bachelor's degree in any of the relevant fields: Business Administration, Finance or Development related fields;
- Willing and able to travel domestically and occasionally internationally, should this be necessary and possible;
- Ability to handle sensitive confidential information;
- Good coordination, service mind, and ability to manage simultaneous priorities under deadlines.

### **Desirable**

- Thai National with working experience in international settings;
- Experience in grants/financial management of an NGO operating in Thailand, under Thai law.
- Experience working with local communities.

### **Working relationships**

You will report to the Founder & Executive Director of Manushya Foundation.

### **Working Hours + Benefits**

- This is a full-time position (Monday to Friday, with occasional weekends and evenings depending on field trips and workshops which are compensated as additional annual leave).
- Competitive remuneration (salary here).
- Social security and add-on benefits after the 3-month probationary period.
- Organizational well-being.
- Flexible working hours.
- Feminist working culture, embracing diversity, equity and inclusion.
- 15 annual leave days per annum, in addition to the public holidays.
- 30 days sick leave as per Thai labour law.
- All travels related to work, field trips are covered by Manushya Foundation.
- Full involvement in Manushya's organizational development to create a better workplace for all.

### **To apply**

Please send your CV accompanied by a cover note outlining your interest in, and highlighting your qualifications for this position, to [WeAreManushyan@manushyafoundation.org](mailto:WeAreManushyan@manushyafoundation.org). The deadline for applications is April 15th, 2024.

### **Manushya's Values**

As an intersectional feminist human rights organization we apply a gender lens in our structure and in all we do: from our board, team members, to our work on the ground. In addition to feminism, we stand by the following core values:

- intersectionality

- love & compassion
- solidarity
- community & local leadership
- do no harm
- equality
- equity
- diversity & inclusion

### Equal Opportunity

Manushya Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, sexual orientation, gender identity or expression, or any other characteristic protected by international human rights law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

### More on Manushya

Check our website and social media platforms to learn more about our Theory Of Change, strategies and campaigns!

### Our Social Media:

- **Website:** <https://www.manushyafoundation.org>
- **Facebook:** <https://www.facebook.com/ManushyaFdn>
- **Twitter:** <https://twitter.com/ManushyaFdn>
- **LinkedIn:** <https://www.linkedin.com/company/manushyafoundation>
- **Youtube:** <https://www.youtube.com/channel/UCaU7V4i-UFVQnXSV4nVXRFg>