



ASHIKA

Development Associates

Kambhe House (1st Floor), K.K Roy Road, Rangamati, Bangladesh
Email: ashika@ashikacht.org, info@ashikacht.org
Tel: +8802333371859, Website: ashikacht.org

Ref: ref/ASHIKA/Recruitment/2024-1496

Date: 7/03/2024.

Job Circular

Position Available for a Grant Manager at ASHIKA Development Associates:

Position:	Grant Manager
Reports to:	Executive Director
Supervision of:	Grant Officer
Duty station:	Rangamati, Chittagong Hill Tracts.
Salary :	BDT. 70000

About ASHIKA Development Associates:

ASHIKA Development Associates is a leading CHT Based NGO dedicated to fostering sustainable growth and development through strategic partnerships and innovative solutions. We specialize in identifying, securing, and managing grants that support our mission of driving social and economic progress across various sectors.

Position Overview:

The Grant Manager will play a critical role in our team, overseeing the entire lifecycle of grants from prospect research to application submission, and through to compliance and reporting. We are looking for a strategic thinker with a keen eye for detail and a passion for development work.

1. Role and responsibilities

The Grants Manager will contribute to achieving high-quality programming by ensuring effective grants management, including compliance requirements, reporting, timely and quality proposal development, and internal and external communication. S/he line manages the Grants Officers, ensures ASHIKA program/support teams are fully informed of relevant donor compliance regulations and ASHIKA procedures, manages donor and other external reporting, and coordinates grant revisions. S/he also supports donor communication by ensuring effective channels of internal and external communications relating to grants are established and respected. Last but not least, the Grants Manager supports the development of proposals and opportunity identification, as required.

The following is a brief description of the role:

1. Adherence to ASHIKA policies, guidance, and procedures;

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2. Support overview and maintenance of all grants, donor requirements, rules and regulations, and internal and external deadlines;
3. Support the development of donor applications and reports, as well as ensuring donor compliance and quality control;
4. Contribute to the development and revision of funding proposals, budgets, and donor reports;
5. Be updated on donor priorities and track and share relevant calls for proposals;
6. Contribute to continuously improving internal grant management systems;
7. Provide an internal help desk on donor-related issues, including donor rules and regulations, as well as proposal and report writing;
8. Coordinate the development and distribution of internal reports;
9. Represent relevant partners and donors, as delegated by the Head of Programmes;
10. Promote the rights of IDPs/returnees in line with ASHIKA's advocacy strategy.

Specific responsibilities

Proposal Development

1. Build positive working relationships with other teams in the Country Office to coordinate and support the development of high-quality proposals using relevant ASHIKA Grant Management tools and guidance (GO/ NGO checklist, proposal development calendar, procurement plan, internal budgeting tool);
2. Coordinate proposal development for ASHIKA's portfolio of donors;
3. Work closely with Budget Holders, program teams, finance, and other stakeholders to compile an accurate proposal budget and assess whether all necessary costs have been included.

Due Diligence Assessments and Agreements

1. Lead on ASHIKA's due diligence assessment when and as required by an existing or new donor;
2. Lead on organizational assessments of Partners as per ASHIKA's Grants Management procedures;
3. In coordination with the Head of Programme and Head of Support, draft Partner Agreements/MoUs/DoAs with relevant Annexes and take through signing processes;
4. Coordination with Knowledge and Research unit of ASHIKA;
5. Contribute to partner capacity building as required and identified in partner assessment.

Grant Agreement

1. Review donor contracts, flag any points that might challenge ASHIKA's procedures, and support contract negotiations. Work with the finance team to support/advise them in the development of internal



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- budgeting tools and communication with field offices on allocated budget.
2. Together with the Grants Officer, summarize in writing key reporting and compliance requirements (compliance checklist), including potential issues for Grant Opening Meetings.
 3. Coordinate with respective budget holders and finance to ensure budgets are correctly allocated and aligned.
 4. Work with the relevant Manager/ DCs/PMs to arrange Grant Opening Meetings, which take place within 30 days of the grant being activated.

Donor Reporting and Monitoring

1. Coordinate the finalization of donor reports, ensuring consistency between narrative and financial reports and that they meet quality standards.
2. Highlight critical financial issues such as under/overspending to finance and Budget Holders, and follow up in writing when discussed verbally.
3. Provide technical support to relevant Manager/District or Project Coordinators/Program Manager and Budget Holders on monitoring issues and budget revising (if required).
4. Collaborate with the finance team to ensure donor budget lines as per the contract are in line with the financial system.
5. Monitor grant payment schedules and income requests for respective portfolios, working closely with finance to ensure this is done promptly.
6. Collaborating with the Media and Communications Coordinator, contribute to factsheets and other relevant information for donor visits/meetings.

Donor Compliance

1. Be familiar with all ASHIKA organizational and donor portfolio compliance requirements and ensure high-quality management of grants through the meeting of SMT/ monthly coordination of ASHIKA and deadlines;
2. Support and advise program colleagues with queries related to donor compliance on grants within a portfolio;
3. Work with other departments to ensure all documentation required is ready and available for audits.
4. Coordinate Close Out of grants in the respective portfolio.
5. As required, assist in training and capacity building related to ASHIKA Grants Management/donor compliance.

General Administration

1. Ensure all documentation required to be kept by donors is available within the Grants department by maintaining high standard information management/filing systems.
2. Visit Regional and field offices to support with capacity building of staff and partners and monitoring purposes.
3. Support the Grants Officer to ensure correct and up-to-date maintenance of the Grants



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Funding Tracker.

Safeguarding

- Orient project team on safeguarding issues mentioned in Child Safeguarding, Gender and HR etc. policies
- Ensure safeguarding issues at community level as per gender and HR policies
- To provide relevant data to Anti-Sexual Harassment Focal Point

Emergency

- Ensure that all project staffs get orientation on contingency plan and proper guidelines on emergency issues mentioned in policies
- To up to date data and information of the project locations during emergency through involvement with Union Disaster Management committee and at district level
- To provide data to Emergency Focal Point for making reports

Gender issues

- Orient project team and project participants on gender policy and follow guidelines to ensure equality among male and female staffs
- Inform and provide data to Gender Focal Point on any GBV cases occurred at field

2. Competencies

Competencies are essential for the employee and the organization to deliver desired results. They are relevant for all staff and are divided into the following two categories:

a. Professional competencies

Generic professional competencies for this position:

- At least ten (10) years of relevant experience in a related field; Experience in donor relations and grants management (e.g., with institutional humanitarian and development donors);
- Master's degree and Bachelor degree in Business, Finance, Development Studies, or a related field.
- Experience of working in complex/ insecure environments and with displaced /diversified populations in CHT;
- Good understanding of donor rules and regulations ;
- Proven skills and experience in report and proposal development and working with multiple donors and private companies;

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- Sound personal, organizational skills, including time management and the ability to meet deadlines and work under pressure;
- Staff capacity-building experience;
- Willingness to travel to field offices and work under challenging environments according to travel requirements.
- Fluency in English and Bangla, both written and verbal

Context-related skills, knowledge, and experience:

- Good communication and interpersonal skills.
- Strong organizational and teamwork skills.
- Good cultural awareness and sensitivity.
- Ability to work under pressure, independently, and with limited supervision.
- Ability and willingness to work/live and be mobile under challenging circumstances.
- Excellent written and oral communication skills in English and Bangla.
- Knowledge of the NGO operations and the dynamics of the humanitarian sector.
- Above average computer skills, particularly in Microsoft Windows Word and Excel.
- Holds self-accountability for making decisions and managing resources efficiently and holds the team and partners accountable for their responsibilities.

2. Behavioral competencies

The following behavioral competencies are **essential** for this position:

- Planning and delivering results.
- Working with people
- Communicating with impact and respect
- Analyzing
- Influencing
- Handling insecure environments

How to Apply:

Please submit a cover letter and resume/CV detailing your experience and qualifications for the Grant Manager position. Applications should be sent to [info@ashikacht.org] by [18th March 2024].

No Hard copies will be accepted.

Any persuasion for this position will be taken as a rejection.

ASHIKA Development Associates is an equal opportunity employer and humanitarian organization. We celebrate diversity and are committed to creating an inclusive environment for all employees. We strongly maintain Zero Tolerance Principle on Financial corruption and Sexual exploitation.