



## VACANCY ANNOUNCEMENT

<b>Position:</b>	EU "Our Tonle Sap" Grant Coordinator
<b>Reports to:</b>	Grants and Compliance Manager
<b>Location:</b>	Phnom Penh
<b>Country Program/Sector:</b>	Global Conservation Program
<b>Position Type:</b>	Full-time
<b>Internal liaison:</b>	EU project coordinator, EU program Manager, Finance Manager, Operation Manager,
<b>Expected travel:</b>	Approximately 30% to project sites and field offices in Kampong Thom, Siem Reap, Pursat and Battambang

### Organization Background:

The Wildlife Conservation Society (WCS) is a US non-profit organization established in 1895 and based in New York, that saves wildlife and wild places by understanding critical issues, crafting science-based solutions, and taking conservation actions that benefit nature and humanity. With more than a century of experience, long-term commitments in dozens of landscapes, presence in more than 60 nations, and experience helping to establish over 150 protected areas across the globe, WCS has amassed the biological knowledge, cultural understanding and partnerships to ensure that vibrant, wild places and wildlife thrive alongside local communities. In the Greater Mekong Region has Country Programs in Cambodia, China, Laos, Myanmar, Thailand and Vietnam and is managed through a dispersed regional network with a developing administrative/financial hub in Bangkok.

### Position Summary:

To support the WCS Program's European Union-funded "Our Tonle Sap Project", WCS seeks a **EU "Our Tonle Sap" Grant Officer** to lead the administration, compliance and finances of a large four-year EU funded project, involving with partners.

The "Our Tonle Sap" Project is funded by the European Union which utilizes an integrated landscape approach to strengthen resilience to change in ecosystems, communities and biodiversity, and bring hope for the future to the Tonle Sap Biodiversity Reserve. The Tonle Sap Project works simultaneously across multiple scales with government, communities and the private sector. The project is adopting an integrated landscape approach that directly mitigates the impacts of the drivers, by improving management effectiveness, reducing incidence of fires, replanting flooded forest, and supporting communities to develop ecologically resilient livelihoods in the Tonle Sap Biodiversity Reserve.

The EU "Our Tonle Sap" Grant Officer will work closely with the Grants and Donor Compliance Manager and Project Coordinator on overall management of this Action. The Grant Officer will lead the EU "Our Tonle Sap" grant management throughout all the WCS country programs and the Project's co applicant Partners, which includes compliance with EU regulations, budget management.

**Primary Responsibilities:**

- Oversee the project partner's administration and finances of the EU-funded Our Tonle Sap Project.
- Work with the Project Coordinator and Grants and Donor Compliance Manager to build and execute plans and processes, with emphasis on budget planning and monitoring, strengthening capacity for the Project's grant management, and ensuring compliance, transparency and accountability
- Support Grants and Donor Compliance Manager in preparing Project agreements and contracts, including modifications, relevant sub awards, and consultancy and service agreements, while ensuring compliance to EU and WCS policy.
- Support, monitor and advise all WCS County Programs and Project Partners on grant administration and compliance
- Track project partner financial and procurement performance and compliance to WCS and EU Our Tonle Sap Project requirements throughout the project's lifecycle
- Provide support to audits as required by the Grants and Donor Compliance Manager.
- Develop and implement a system to analyze and track grant budgets, funds available and disbursements. Ensure the maintenance of the budget tracking system and management system.
- Work with the finance team to obtain the reports/information such as: (a) user friendly budget comparisons on a monthly or quarterly basis; (b) quarterly pipeline analysis of budget expenditures against line item allocations; (c) annual budgets variance; and (d) financial reports in conformity with the grant requirements and compliance.
- Monitor and provide the Project Partners and conduct field visit
- As well any and all other work assignments, duties, and/or functions as WCS or its management may designate or instruct in the course of the EU-funded Project operation, which may include assignments, duties, and/or functions that vary from the above

**Position Requirements:**

- The successful candidate must have strong interpersonal skills and display evidence of good leadership skills. S/He must have good written and oral communication skills and be comfortable participating both as an effective individual and team work. S/He must have significant attention to detail, be well organized, self-motivated, resourceful, effective and efficient at coordinating multiple resources to get things done; can work on multiple tasks at multiple levels and switch between them; can foresee and plan around obstacles.
- At least two years of experience with EU-funded Project procedures, preferably those that involved Co-Applicants and/or subawards. Experience with PRAG 2016 preferred.
- Bachelor degree required. Related program of study such as finance, accounting, economics or business strongly preferred.
- Proven grant and financial management and reporting experience in an international or non-governmental organization (2+ years).

- Ability to travel as needed to province of Cambodia.
- English good required. Competency in a local language(s) is a plus.
- Good computer and systems skills required with respect to MS Office applications (good skills in MS Excel) and financial accounting.
- Excellent leadership and interpersonal skills, with attention to mentorship and professional development of staff
- Self-motivated and very organize
- Demonstrated ability to work with diverse, multi-cultural teams.
- Be solution-oriented, and have strong problem solving

### **Application Process:**

WCS provides competitive salary and benefits packages based on educational background and work experiences. Interested candidates who meet the above qualifications should apply by emailing an application letter and CV (by combining into single PDF file) together with salary requirements and the names and contact information of three references to [cambodiahr@wcs.org](mailto:cambodiahr@wcs.org). Closing date for application is **15 February 2021**. Only short-listed candidates will be notified.

WCS is an equal opportunity employer and the organization complies with all employment and labor laws and regulations that prohibit discrimination in hiring and ensures that candidates from all backgrounds are fairly and consistently considered during the recruitment process. We are dedicated to hiring and supporting a diverse workforce. We are committed to cultivating an inclusive work environment and look for future team members who share that same value.

The organization provides equal employment opportunities for all qualified candidates. The organization does not discriminate for employment based on age, color, disability, gender identify, national origin, race, religion, sexual orientation, veteran status, or any other characteristic protected by laws and regulations

***Please note that only short listed candidates will be contacted for interview.***