



POSITION DESCRIPTION

Position: Grants, Contracts, & Compliance Manager

No. of vacancies: 1 (One)

Date of Announcement: October 14, 2022

Duration: One year (To be extended based on performance and funding availability)

Location: Kathmandu

Reports to: Finance Director

Field Visits: 25% of time or as required

Core Function:

Under the direct supervision of the Finance Director the Grants, Contracts & Compliance Manager is responsible to manage the grant, contract, compliances, and partnerships and provide technical and strategic guidance in the preparation of partnership contracts, preparation, submission and processing the grants cost proposal. This position shall ensure the administration of financial resources received from bilateral, multilateral donors, Habitat's affiliates and foundations follow the donor rules & regulations.

Duties and Responsibilities:

- Assist and provide guidance in the preparation of budgets for the grant/contract, other private foundations and the Affiliates and coordinate with the respective department and Habitat Nepal, Asia Pacific Office (AP), the Global Grant Compliance and Donor Reporting (GCDR) team and Prime Recipient of Grant/Contract finance staff for the budget realignment and the cost or no-cost extension of the grant/contract or subgrant/subcontract.
- Develop and maintain the contract and grant management system, policies, and procedures in collaboration with the Finance, respective program department, HR and other related departments as appropriate. Similarly, analyze and provide recommendations for the system changes to address a broad range of contract and grant management needs.
- Prepare and maintain the calendar of submission of the donor reports and invoices for the cost reimbursement and payment of the due receivables. Update the calendar regularly.
- Prepare and submit the donor reports/invoices accurately in the donor format in time along with the supporting documents as required and according to Habitat Nepal's reporting system and the practices.
- Review the terms and conditions of the grant/contract agreement, provide feedback, negotiate, and resolve the issues and coordinate with the GCDR team to finalize it before signing by the parties.
- Draft subgrant/subcontract agreement with the collaboration of respective program manager or budget holder for the review of it internally and by the GCDR if required.



- Analyze monthly grant/contract activity, monitors grant spending reports and expenditures posted to respective grant projects.
- Ensure the expenditure charging under the projects are accurate, reasonable, and allowable. Also, process and coordinate for the VAT and an in-country tax reimbursement.
- Ensure time of project staff is being properly allocated via on-line system.
- Ensure costs outside of Nepal (Area Office or HQ) are also being properly allocated to respective projects being managed from Nepal.
- Maintain and update the grant tracker each month and upload it (once it is approved) onto the share point regularly.
- Assess and recommend for the training needs of finance staff, administrative and program staff in grant and contract management and budget monitoring and organize the training.
- Issue the pre and post award subgrant closeout checklists to close out the subgrant/subcontract successfully.
- Closeout the grants and contracts after the end of the project term and assist during the audit.
- Provide technical support to implement partner NGO projects in line with donor requirements, and monitor their workplan, budgets, and expenditures to ensure they meet the compliances.
- Conduct the compliance review of the central office.
- Update the grant/subgrant information in the system regularly.
- Archive the grant and subgrant management related files, donor reports and other documents in the system regularly.
- Update the grant tracker report monthly and the grant information on government AIMS at least quarterly.
- Attend the workshop/training, conferences organized internally and by the donors.
- Arrange site visits and conduct financial monitoring of the partner organizations together with the finance.
- Other related duties as assigned by the supervisor.

Knowledge and Skills:

- Knowledge and experience in working with accounting software such as SunSystem and FAMAS.
- Knowledge of database functions and sharepoint.
- Fluent in English and Nepali (oral and writing).

Education Qualification, Professional Experience:

- Master's Degree in Finance, Economics, Business of related field; MBA in related areas preferred.
- 5 years of experience in development sector.
- Experience of developing policies, procedures and systems related to finance and grant/contract management.
- Experience with international, non-profit organizations with multi-million-dollar worth project and having the skills and capability of managing the multi-tasks.
- Proven track record of successfully managing the bi-lateral and multi-lateral donors, including EU, etc.



How to Apply:

Interested candidates are requested to visit the merojob site to apply through the online form made available - <https://merojob.com/habitatnepal/>

Application submission deadline is 30 October 2022.

Human Resources Department, Habitat for Humanity International Nepal

In accordance with its foundational mission principles, Habitat for Humanity International is committed to the highest ethical standards and opposes all forms of discrimination, exploitation, and abuse. We intend to create and maintain a work and living environment that is safe, productive, and respectful for our colleagues and for all we serve.

We require that all staff take seriously their ethical responsibilities to Safeguarding (Child Protection, Prevention of Sexual Exploitation Harassment and Abuse) our intended beneficiaries, their communities (especially children), and all those with whom we work. In line with the prevention of sexual exploitation and abuse, all staff must pass a thorough background screening, police check and will be held accountable to upholding our policies around ethical behavior, including safeguarding and whistleblowing

Habitat for Humanity International Nepal is an equal opportunity organization. Women, persons with disabilities, marginalized and disadvantage communities, and local candidates are encouraged to apply.

Only shortlisted candidates will be contacted for further steps in recruitment. However, habitat for Humanity International Nepal reserves the right to accept or reject any applications without assigning any reasons whatsoever.