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|  | Wildlife Conservation Society - Lao PDR, P.O. Box 6712 House No 390, Unit 34, Naxay Village, Xaysettha District, Vientiane, Vientiane, Laos |

**VACANCY ANNOUNCEMENT**

**Position: Grant and Donor Compliance Manager**

**Reports to (Supervisors):** Primarily to Deputy Country Director and Secondarily to Regional Grants/Business Managers

**Supervisor to:** Grant and Donor Compliance Coordinator; Procurement Officer

**Location:** Vientiane Capital City, Lao PDR

**Country Program/Sector**: WCS Lao Program, Greater Mekong Region, GCP

**Division:** Grant Compliance Department

**Position Type**: Full-Time

**Working Schedule:** Monday through Friday, 8:00 am to 5:00 pm with a 1.5-hour break for lunch

***Expected travel****:* As required within the country to field offices, and internationally if/when needed.

Please note that the following Job Description constitutes only the main responsibilities and duties of this position. As WCS Laos is a flexible and dynamic organization, staff members are expected to undertake additional tasks that are allocated to them which may not be explicitly expressed in the below.

**Organization Background:**

The Wildlife Conservation Society (WCS) is a US non-profit, tax-exempt, private organization established in 1895 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. Working with local communities and organizations, that knowledge is applied to address species, habitat and ecosystem management issues critical to improving the quality of life of poor rural people whose livelihoods depend on the direct utilization of natural resources.

WCS Lao Program Overview:

WCS began working in Lao PDR in the 1980s, surveying wildlife and habitats around the country to assist the government in creating Lao PDR’s national protected area system. In the early 1990s, WCS documented wildlife and habitats in many of the newly created national protected areas and began supporting the government to train protected area managers, as well as raise awareness about illegal wildlife trade. In 1994, WCS officially established a country office in Lao PDR. Over almost three decades, WCS Lao PDR has successfully implemented more than 30 projects with the Government of Lao PDR, supported by more than 30 donors, and has increasingly moved away from a project approach into a more integrated, programmatic, strategic, and holistic approach to conservation.

Our vision for the Lao PDR Program is that the unique ecosystems of Lao PDR thrive indefinitely and are valued by the people of Lao PDR, and the world, for their biodiversity, natural beauty, and the services they provide to humanity. A core strategy to fulfill that vision is to improve protection and management of wildlife and wild places by building the capacity and meaningful participation of government and local stakeholders, raising public awareness through conservation outreach and education, providing alternative livelihoods—including nature-based tourism—to guardian villages, influencing institutional, policy, legal and regulatory reforms relevant to protected areas and wildlife, developing the national wildlife health surveillance network, and combatting illegal wildlife trade.

The current portfolio consists of (i) Four conservation landscapes: Nam Et-Phou Louey National Park (NEPL NP), Bolikhamxai Landscape, Khoun Xe-Nong Ma Landscape, and Xe Champhone Wetlands; (ii) Two cross-cutting programs on Counter-Wildlife Trafficking and Wildlife Health; and (iii) a thematic focus on conservation policy and research.

**Job Summary:**

The main objective of this position is to establish efficient grant management system for WCS Laos Program. The Grant and Compliance Manager will maintain effective coordination and communication with WCS Laos Technical Programmatic Teams (Landscapes, CWT, Health and Policy) and Operational Teams (Finance, Admin, Human Resources) in Vientiane and in the field offices. S/he will be responsible for ensuring compliance with policies and procedures set by internal WCS policies, national legal requirements, and our donors’ requirement. S/he will coordinate and consult regularly with WCS Laos Country Director/Deputy Country Director and Regional Grants/Business Managers to manage timely and accurately the completion of internal narrative and financial reports for programs.

This Job Description is progressive in nature and shall be reviewed and amended from time to time to meet WCS Laos program needs.

**Major Responsibilities** (with close support of Grant and Compliance Coordinator):

***A. General***

1. Coordinate between WCS Laos Technical Programmatic Teams (Landscapes, CWT, Health and Policy) and Operational Teams (Finance, Admin, Human Resources and Procurement) in Vientiane and in the field offices to deliver efficient and effective grant management ensuring all required compliance;
2. Align donor compliance requirements with existing policies of WCS global and country program and improve grant compliance procedures and processes for WCS Laos;
3. Review new Financing Agreement/ Grant Agreement, coordinate with Regional Grants and Program manager to obtain Office of General Counsel approval before recommending Country Director / Regional Director to sign.
4. Lead the grant inception (kick-off) and grant closing meetings for each grant to start and end smoothly and systematically;
5. Provide hands-on guidance in identifying problems and issues for complying with donor compliance;
6. Communicate and mediate between WCS Laos Technical Programmatic Teams and Operational Teams for better compliance mechanism;
7. Ensure up-to-date knowledge on all donor compliance requirements, rules and regulations; and contribute to reviewing and updating process of WCS Laos Program policies and procedures related to grant compliance;
8. Supervise Grant and Compliance Coordinator to maintain a database on project technical and financial proposals, grant agreements, grant/project work and budget plans, contracts (in coordination with HR Unit), donor-specific procedures and regulations, reports and share with relevant teams and staff;
9. Supervise Grant and Compliance Coordinator to maintain communication system for informing reporting deadline (such as setting calendar notifications) and monitoring the activity and reporting progress in coordination with Programmatic and Operational Teams for all grants;
10. Provide necessary supports during internal and external audits, draft audit response, and ensure communication and implementation of agreed audit recommendations with Technical and Operational Teams;
11. Mentor the Grant and Compliance Coordinator and provide technical support and training to WCS Laos Technical Programmatic and Operational Teams, partners and sub-grants as necessary
12. Represent WCS to public, government agencies, partners and donors as required;
13. Undertake other tasks as deemed by line managers.
	1. ***Project Budgeting***
14. Compile quarterly projections of grant expenditures for programmatic teams to ensure that donor burn rates are optimized;
15. Monitor and review expenditure against budgets on a monthly, quarterly and annual basis by grant/project and for country office as a whole (Tiger reports);
16. Contribute to the negotiations in budget development and revision process reflecting needs of changing budget lines and amount, and adjusting underspent and overspent;
17. Analyze grant burn rates and propose for No Cost Extension if required and facilitate the process in a timely manner.
18. Assist WCS Laos Technical Programmatic and Operational Teams in preparing budgets for new project proposal and annual budgeting.
	1. ***Financial Compliances and Reporting***
19. Monitor monthly "Budget against Actual Expenditure" of all grants in coordination with Financial Management Team;
20. Supervise Grant and Compliance Coordinator to prepare monthly reports of expenditures "Budget against Actual Expenditure" by budget lines, project outcomes, outputs and activities for Programmatic Teams; where expenditures on projects is not in line with budgets—overspent or underspent—the Grant and Compliance Manager should bring the issues to the attention of the Country Director/ Deputy Country Director, Finance and Programmatic Managers/ Directors and make recommendations to adjust spending accordingly;
21. Improve Programmatic Teams' budgeting, work planning and burn rate by providing periodic financial information and guidelines;
22. Ensure communications, reporting and administrative requirements of donors are met;
23. Support the preparation of reports to public, NGO, Government and Donor agencies as required;
24. Monitor the audit requirement for individual donors and ensure audit cost included in each grant budget if required.
25. Provide key inputs and guidance to the finance team in resolving pending items, or transaction problems and irregularities and ensure resolution in a timely and effective manner.
26. Update milestone report of service contracts.

* 1. ***Procurement Compliances:***

28. Supervise Procureemnt Officer and Program Managers/ Directors to develop and monitor the Procurement Plan for each grant with support of Procurement Officer;

29. Supervise Procurement to ensure the screening of all goods and service providers from required checklists such as US Bridger Insight list, anti-terrorism and anti-corruption with support of Procurement Officer;

30. Ensure all procurement for goods and services are in line with donor or WCS procurement policy, whichever is more rigid.

* 1. ***Human Resource Management Compliances:***

 31. Supervise Asset Management Officer on Develop and manage a tracking system for WCS vehicle insurance policies and contracts, ensure insurance contracts for all WCS vehicle are properly updated

 32. Supervise Asset Management Officer on Perform regular vehicle checking. Coordinate these activities with Drivers. Cooperate with insurance company for the reimbursement if any.

**Minimum Requirements:**

* Minimum Bachelor Degree in Accounting/ Finance or relevant fields
* Minimum 5 years successful experience working in the similar positions with international organizations and/or NGOs
* Extensive knowledge and experiences in computerized financial systems and those in SAP system will be scored more
* Extensive knowledge in the policies, rules, regulations, safeguards and cultures of common donors – such as AFD, KfW, EU, UNDP, USAID, etc.
* Highly developed computer skills, particularly in Microsoft Office applications
* Good skills in English languages
* Strong leadership skills - visionary, pragmatic, analytical, innovative, flexible, system thinking, mentoring and executing
* Strong communication skills - careful listening, synthesizing and analyzing, empathizing, mediating and negotiating, problem solving and consensus building
* Good multi-task management and time management to meet all priorities and deadlines
* Personal qualities: Honest, integrity, humorous, optimistic, cooperative, patient, tolerant and perseverant

Passion for wildlife conservation and environmental protection

**Application Process:**

Interested candidates, who meet the above qualifications should apply by emailing an application letter and CV together to: "**recruitmentlaos@wcs.org**" latest by **16 April 2025 deadline.**

**Please include “Grant and Donor Compliance Manager”** in the subject line of your email.

WCS is an equal opportunity employer, and the organization complies with all employment and labour 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 shortlisted candidates will be contacted for the next step.***