



HI, Humanity & Inclusion is seeking for

Senior Grants Officer (Regional)

Place: In one of the program countries,
(Cambodia, Laos, Vietnam, Philippines, Myanmar)

Duration of contract: 2-year, fixed duration contract (potential to be extended).

Starting date: 15/12/2025

Closing date for applications: 17/11/2025

Eligibility: Open to National Candidates Only.

Handicap International/Humanity & Inclusion (HI) is an independent and impartial international solidarity organization, which intervenes in situations of poverty and exclusion, conflicts and disasters. Working alongside people with disabilities and vulnerable populations, it acts and speaks out to meet their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. More info: www.hi.org

At Handicap International-Humanity & Inclusion, we truly believe in the importance of inclusion and diversity within our organisation. This is why we are engaged to a disability policy to encourage the inclusion and integration of people with disabilities.

Please indicate if you require any special accommodation, even at the first interview.

JOB CONTEXT:

The South East Asia Program includes operations in Cambodia, Laos, Vietnam, the Philippines, Myanmar, and Thailand. Regional staff are spread across the countries of the region. The next Regional Operational Strategy will be finalized in late 2025 for the next 5 years (2026-2030). The ongoing strategy aims to improve the participation, resilience, and quality of life of persons with disabilities and vulnerable groups through the strengthening of inclusive livelihoods, inclusive education, rehabilitation, mine action, and DRR.

Under the hierarchical supervision of the Program Unit Manager (PUM), with support of the Program Development Specialist and the Institutional Funding Division at HQ, the Regional Grants Officer contributes to the SEA programme by ensuring timely donor reporting (financial and narrative), coordination, and information sharing with field staff, and



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supporting proposal writing. He/she covers multiple countries in the region and contributes to the implementation of relevant chapters of the fundraising strategy.

YOUR MISSION:

Mission 1: Contribute to the Quality of Proposal Development

1.1 Ensure that concept notes and project proposals (including logical framework and timeline) are submitted on time and in accordance with donor rules.

- a) Work with country directors/country managers and the technical unit to strengthen HI's appeal and influence by developing key relationships with relevant decision-makers in national and local organizations, donors, and major international organizations.
- b) Develop active, high-quality working relationships with donors and strategic partners in the country to identify potential consortia.
- c) Proposal development- support with the development of quality proposals and concept notes in compliance with donor regulations and internal technical processes, in collaboration with the Project managers, Project Development Specialist, Country Manager, and Finance/HR/Logistics departments, and Institutional Partnership Officer (IPO)
 - Coordinate proposal development, distributing tasks among the key people involved the writing of the project proposal for submission to the donor, in accordance with HI's proposal writing process and tools (PD-tool, project development tracking tool, etc.), including the development of: logical frameworks, MEAL plan, narrative description of technical approach, planning, staffing, and budgeting
 - Ensure coordination and triangulation framing with IPSO, HQ shared services, HQ PDO and technical staff and the HI mission
 - Proactively coordinate the involvement and input of all relevant technical advisors (HQ and mission staff) for all proposal development
 - Identify, where appropriate, relevant/competitive arrangements (consortia, multi-country projects, etc.) and facilitate negotiations;
 - For consortia: ensure coordination and communication, and manage stakeholder input during project development;



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- Submit (if necessary) the final draft of concept notes and project proposals to donors.
- d) Ensure that project documents are archived in the current system (SharePoint).
- e) Coordinate and collaborate with HI's national associations (IPO/SIPO).
- f) Regularly update grants information & donors' relations on the Customer Relationship Management (CRM) platform.

Mission 2: Grants Management and Reporting

2.1 Ensure that project and contractual documents are archived on the current system (SharePoint & CRM)

2.2 Oversee the process of reviewing the funding contracts (Good to sign process and mandate to sign) at the country/regional level and in collaboration with headquarters

2.3 Ensure that all donor reports are submitted on time and in compliance with donor procedures.

2.4 Coordinate the project reporting phases

- a) Draw up retro-plannings for each report, collaborating with the different departments involved (operations, finance, logistics, technical unit, security, HR and MEAL, headquarters, and national association)
- b) Contribute to the smooth coordination between the Operations team, Technical Unit for the compilation of narrative report contributions, and in the monitoring of donor contracts (a monitoring tool, used at the level of the geographical directorate, should be adapted)
- c) Ensure coordination with shared services to ensure overall consistency of narrative and financial reports and completeness of annexes
- d) Ensure compilation of narrative versions for selected regional and consortium projects
- e) Proofread reports to ensure quality control and compliance with donor requirements and procedures

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Mission 3: Donor Compliance

- 3.1** Provide technical guidance on donors and HI regulations to ensure compliance within operations, program implementation, and reporting. Raise compliance issues proactively with program staff and the senior staff in relevant departments.
- 3.2** Keep senior management informed of any projected inability to meet contractual obligations, report submission, and spend rates/significant budget variances. Also, be able to proactively mitigate risks through proposing remedial solutions, such as informing donors or raising timely modification requests

Mission 4: Capacity Building in Reporting and Project Design

- 4.1** Organize training and support capacity building for all field staff members of the organization and to HI partners' staff on program development and reporting, as well as on HI's program-specific documentation
- 4.2** Facilitate the knowledge of field staff of the DFI Hinside spaces
- 4.3** Regularly visit field offices in order to work directly with program staff on the project implementation and to maintain an in-depth understanding of HI's program activities and operations context
- 4.4** Raise compliance issues proactively with program staff and the head of departments.
- 4.5** Archive document donor feedback and adapt reporting accordingly

Mission 5: Assist the Team in Institutional Communication and Donor Relations

- 5.1** Support in the development of internal and external communication materials (sitreps, factsheets, etc.)
- 5.2** Propose internal information channels and tools
- 5.3** Structure and share information for dissemination to the HQ, partners, coordination forums (newsletters, presentations, videos...)
- 5.4** Support the Project Development Specialist in the analysis of the changes in donor strategies followed by the program (funding strategies, funding areas, positioning notes, etc.). List all funding partners (institutional or private) in the country



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5.5 Support the Program Unit Manager and Country Manager in the organization of the donors' field visits and accompany field visits when necessary

CHARACTERISTICS OF THE POSITION:

A good level in written and spoken English is mandatory as it will be the only working language.

The position will imply to act as the Senior Grants Officer (Regional), reporting to Program Unit Manager.

YOUR PROFILE:

Qualification:

Master's Degree or equivalent in International Relations, Project Management, Business Administration, Social Sciences, or a related field, with a minimum of 3 years of relevant experience. Or A first-level University degree (Bachelor's Degree or equivalent) with a minimum of 4 years of experience may be accepted in place of the advanced university degree.

Required Skills & Experience:

- At least 5 years' experience working in a business development/resource mobilization/grant management role
- Sound understanding of the context of some of the countries (Thailand, Myanmar, Laos, Cambodia, the Philippines, Vietnam)
- Demonstrated field experience in leading program development and program planning.
- Demonstrated experience in capacity strengthening of staff and proven ability to lead, manage and mentor or coach staff and partners in different contexts and needs.



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- Demonstrated understanding of some of HI's sectors of intervention
- Experience working closely in partnership with international development agencies, non-governmental organizations, and other collaborators/ stakeholders
- Preferably: Previous experience working with INGO/ UN Agency/ other relevant structure. Experience with HI is an asset.
- Sound knowledge of MS Office software use

Personal qualities:

- Strong written and verbal communication skills, with the ability to tailor messaging to different audiences
- Ability to work independently, take initiative, prioritize and meet deadlines
- Excellent interpersonal and communication skills, particularly for coaching and supporting technical teams in the field
- Flexible, available, and able to travel across countries in the region

CONDITIONS:

Local work contract, 2-year fixed duration contract (potential to be extended)

HI offers: Approximate Gross salary **1,470 to 1,680 USD** (Sub-Category A1, Grad 1-4), the salary will be paid in Lao Kip (LAK) based on the exchange rate of pay day.

We offer also: other benefits according to country policies that candidate work location under Southeast Asia Program,

TO APPLY:

Applicants should email a letter of interest together with CV to email: office-recruitment@laos.hi.org

by 17/11/2025; please state clearly in the Email subject the position being applied for "Senior Grants Officer (Regional)". Only the shortlisted candidates will be contacted.



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IMPORTANT : In the content of the CV please outline responsibilities and tasks from previous & current work, volunteer experiences and training received.

HI reserves the right to not accept applications submitted after the deadline. Only shortlisted candidates will be contacted for testing and an interview.

Only candidates who passed the selection will be taken into consideration for a technical assessment and will be afterwards notified of the final decision. Selected applicants may be invited for an interview. HI reserves the right to contact the applicants for further information before the final selection of the selection committee.

Handicap International encourages qualified persons with disabilities or chronic illness and women to apply.

HI is committed to protecting children and vulnerable adults from harm. Employment is subject to HI protection standards including background checks and adherence to HI protection policies

(Child protection, PSEAH), Anti-fraud and Corruption and Code of Conduct.

All information shared by the applicants remain confidential.
