

# Job Position : Grant Implementation Manager

## PURPOSE OF POSITION

This is an exciting new role at WVFT for a highly motivated, agile and experienced people leader. The Grants Implementation Department Manager is a new role within the Grants Acquisition and Management Division at WVFT and is ultimately responsible for overseeing WVFT's growing public and private grants portfolio, focused on migrant and other vulnerable populations in Thailand. You will lead a large team of 100+ staff, implementing public and private grants with an annual budget of 2-4 million USD in three broad portfolios: migrant health; anti-human trafficking and migrant livelihoods; and women and children affected by migration. This role is a new, but important strategic role at WVFT as the organization looks to grow its public and private grant income and increase its programming footprint with migrant and other vulnerable populations in Thailand. You will lead a large team, but have only 4 direct reports, including 4 grant portfolio managers and a grant compliance advisor. You will be an experienced people manager and leader, with demonstrated experience in leading and coordinating large teams. You will be an experienced project manager, having worked in management positions on public grant projects in Thailand. You will have extensive experience in partnering and external engagement at both the national and local level and will be responsible for building partnerships with donors, NGOs, CSOS and government agencies working on human/mobility and migration issues. You will oversee the implementation of all public and private grants at WVFT, ensuring that projects are well managed, have sound monitoring and evaluation plans, generate evidence of impact, and achieve outcomes and targets. You will be a strategic leader, able to manage both project implementation in the here and now, but also understand key trends in international development and look to the future. This is an exciting new opportunity for a highly motivated, agile and experienced people leader with high levels of technical competence, emotional intelligence, and drive to localize resources and target interventions to the most vulnerable children in Thailand.

## MAJOR RESPONSIBILITIES

### People management, strategic leadership and planning:

- Work with the GAM Division Manager on strategic planning for growing grant income and streamlining implementation of grants at WVFT
- Design, monitor and review implementation structure, based on grant portfolio and size
- Provide people leadership to 3 grant portfolio managers; migrant health, anti-human trafficking and migrant livelihoods and women and children affected by migration; and 1 grant compliance and management advisor
- Ensure that grant managers are implementing grant projects in your portfolio according to agreed work plans and donor requirements.
- Develop performance management and personal development plans for your staff, ensuring that staff have adequate support to be successful

## Job Position : Grant Implementation Manager

- Play a key coordination role between all grant projects at WVFT, ensuring that projects are harmonizing resources, external coordination and implementation.
- Liaise and coordinate with key internal stakeholders, to improve and strengthen business processes at WVFT, including with finance, advocacy and partnering, MEAL, technical and operations teams.

### **Partnering, advocacy and external coordination:**

- Support GMs in external communication and coordination with existing donors, ensuring that all donors are communicated with regularly, with challenges and success updated in a timely manner. You will step in when challenges or problems arise, and solve any issues in a timely manner.
- In coordination with the advocacy coordinator, you will oversee the development of advocacy plans in each of the grant portfolios, and coordinate with external partners on the implementation of these plans
- You will play a key strategic partnering role, supporting GMs and PMs on strategic partnering and coordination, including with Line Ministries, UN Agencies, Private Sector Partners and INGOs/NGOs.

### **Monitoring and evaluation, compliance and evidence generation**

- Ensure that a standardized M+E system is in place for all grants, including both monitoring and reporting based on donors requirements and on Child Wellbeing Outcomes at WV.
- Develop and oversee a standardized data management system for all grant projects.
- Develop and oversee an evidence generation plan, turning monitoring and evaluation data into technical branding and knowledge products
- Ensure that all grants are being implemented in compliance with WV and Donor requirements

### **Financial management**

- Work with finance team and GMs to oversee the entire grant portfolio budget (2-4 million USD per year), ensuring that expenses on all projects are being recorded in line with donor and WV regulations and that project burn-rates are above 95%.
- Work with finance and grant acquisition team to improve cost efficiency and cost allocation at WVFT, ensuring that support and recovery costs are being met, ensuring sustainable growth of grants at WVFT

# Job Position : Grant Implementation Manager

## Project Management

- Where necessary, act in a project management/oversight role in grant management

## KNOWLEDGE, SKILLS AND ABILITIES

1. A post-graduate qualification in a relevant discipline, for example, international development, community development, political science, international relations, economics, humanities
2. 10+ years' experience working with a national or international NGO, preferably in project management or technical roles in human mobility/migration, protection, education, advocacy, or other related fields.
3. Experience in project management and M+E, understanding of principles of project management in the development sector, including log-frames, implementation plans and project budgets.
4. Experience in people management and leading large teams
5. Demonstrated experience of partnering and external engagement with donors, government, NGOs, CSOs and UN agencies.
6. Native/Fluent Thai speaker, fluent English speaker.

หากท่านมีความสนใจสมัครงานกรุณาส่งประวัติของท่านมาที่

E-Mail: [banyen\\_muenjob@wvi.org](mailto:banyen_muenjob@wvi.org)

สอบถามข้อมูลเพิ่มเติมได้ที่: 02-0229200 ต่อ 154 หรือ 065-5084848

หรือที่ : <https://www.worldvision.or.th/page/workwithus.html>