



## **JOB DESCRIPTION**

<b>Position:</b>	REDD+ Sub-Grant Coordinator
<b>Reports to:</b>	Grants and Compliance Manager
<b>Location:</b>	Senmonorom Town, Mondolkiri Province
<b>Country Program/Sector:</b>	Global Conservation Program
<b>Position Type:</b>	Full-time
<b>Internal liaison:</b>	REDD Specialist, Landscape Technical Manager, Keo Seima Project Manager, Finance Team,
<b>Expected travel:</b>	Approximately 30% to project sites and field offices

### **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:**

This position will support the establishment and administration of all Keo Seima REDD+ sub grant agreements to both local communities and partners (local and international NGOs) . The REDD+ Sub-Grant Coordinator will work closely with Grant and Donor Compliance Manager, REDD+ Specialist and Keo Seima Landscape Technical Manager in order to strengthen sub-grant facility to local and international partners in Mondolkiri and ensure all compliance with donor policy and provide comprehensive liaison between partners and WCS Cambodia Program staff.

**Primary Responsibilities:**

- Oversee REDD+ sub-partner's administration, finances and other contractual aspects of the Program, and ensure narrative and financial reports meet WCS and/or donor requirements.
  - In consultation with REDD+ and Community Manager 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 agreements and contracts, including modifications, relevant REDD+ sub awards, consultancies and service agreements, while ensuring compliance to donors and WCS policy.
  - Catalogue/document all REDD+ sub-grant agreements and relevant correspondence
  - Support, monitor and advise all REDD+ Project Partners on grant administration and compliance
  - Keep track REDD+ project partners on financial and procurement performance and compliance to WCS and donor policy throughout the project's lifecycle.
  - Provide technical support and capacity building including book keeping, budgeting and reporting to REDD+ Community
  - Prepare REDD+ community benefit sharing agreement
  - Support the REDD+ Community and Community facilitator to develop community development annual work plan and budget.
- 
- Develop and implement a system to analyze and track REDD+ sub-grant budgets and REDD+ Community Group on: (i) funds available and disbursements and (ii) budgets and expenditure.
  - Ensure the maintenance of the REDD+ sub grant budget tracking and administrative management system.
  - Work with the finance Officer to obtain the REDD+ 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.
  - Compile collate and update partner profiles, financial information and all necessary information for auditing and WCS and donor reports.
  - Act as an information source to partners including receiving complaint and feedback from partners and ensure all team members are fully informed of and respond to the findings.
  - Monitor and conduct field visit
  - Coordinate the planning and preparation of grant proposals template for both REDD+ communities and other partners (local and international NGOs); provide guidance and assistance to the relevant units (program, M&E, and finance) to fulfil in the grant template.
  - Serve as a liaison between internal units (program, M&E, and finance) of WCS, REDD+ communities, and partners if there is/are updating on rule, regulation, and requirements.
  - As well any and all other work assignments, duties, and/or functions as WCS or its management may designate, 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 managing sub-awards to project partners
- ✓ 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

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