

**Wildlife Conservation Society (WCS)  
Cambodia Program**

**JOB DESCRIPTION**

Name :  
Title : Senior Grants Officer  
Project : Operation (Core Team)  
Location : Phnom Penh based  
Report to : Grant and Donor Compliance Manager

**PURPOSE OF POSITION:**

The Senior Grants Officer is part of WCS Cambodia Grants and Compliance team with the responsibility for supporting the programme staff within an assigned landscape with budgeting and donor management. They will support the WCS Cambodia Program staff with all donor-related activities such as proposal budget development, grant code requests, submission of donor reports, management of sub grantees. They will also be responsible for capacity building staff in understanding and adhering to grant compliance requirements as well as grant management processes and procedures.

**PRIMARY RESPONSIBILITIES:**

- Coordinate and work closely with program team in assigned landscape to produce WCS fiscal year budget for the landscape.
- Assist the program staff to update the fiscal year landscape budget quarterly for resubmission in BPC.
- Work with program staff to produce fundraising proposal budgets in the assigned landscape and ensure that budgets have the correct approvals prior to submission to the donor.
- Ensure that proposal documents are complete and submitted on time.
- Assign activity codes for each individual successful grant within the assigned landscape.
- Produce grant code request form for successful grants within the assigned landscape.
- Manage sub grantees.
- Ensure compliance to donors' requirements throughout the life cycle of the grant: both WCS compliance and that of sub grantees.
- Ensure that all donor related reports are submitted on time: this includes financial reports as well as invoices.
- Prepare Milestone invoices for relevant grants within the assigned landscape.
- Provide information to Procurement Officer for procurement plan.
- Provide advice to other staff members in the assigned landscape on all matters relating to budgeting and grant management.
- Assist program staff in the assigned landscape in preparing budget modifications and other related requests for changes to budget.
- Maintain folders with all relevant grant information for easy access by other staff members.
- Ensure that all staff within the assigned landscape are made aware of updates to the grants and compliance processes, that they understand the changes and adhere to them.
- Assist other landscapes with the above activities if available to do so.
- Perform other duties as assigned by the supervisor.

**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 teamwork. 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 experiences, preferably those that involved Co-Applicants and/or subawards.
- ✓ Bachelor's 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.