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**WWF BHUTAN**

**Job Opening**

**Job Title** : Grants and Contract Officer

**Job Family** : Programs Operations

**Career Level** : Officer

**Reports to** : Operations Director

World Wildlife Fund (WWF), one of the world’s leading conservation organizations, seeks a Grants and Contract Officer, for our office in Bhutan. We are looking to hire a passionate, creative, and dedicated professional, always willing to push the boundaries, a great team player and overall, a good human being, who understands and appreciates the value of leading by example.

We are driven by the **WWF Core Values**:

***COURAGE:*** We demonstrate courage through our actions, we work for change where it’s needed, and we inspire people and institutions to tackle the greatest threats to nature and the future of the planet, which is our home.

I**NTEGRITY:** We live the principles we call on others to meet. We act with integrity, accountability, and transparency, and we rely on facts and science to guide us and to ensure that we learn and evolve.

***RESPECT:*** We honor the voices and knowledge of people and communities that we serve, and we work to secure their rights to a sustainable future.

***COLLABORATION:*** We deliver impact at the scale of the challenges we face through the power of collective action and innovation.

1. **Main Function**

Under the direct supervision of Operations Director, the Grants & Contract Officer will be responsible for overall contracts administration, including major grants to government departments, in coordination with different program units. Prepares grants and consultancy agreements; facilitates amendment/s and timely closeout ensuring WWF’s standard contractual compliance policies and procedures.

Provide support to ensure financial and administrative compliance in program operation, partner’s financial monitoring and reporting requirement. Additionally, the position will also take responsibilities to support in proposal budgeting, grantees risk assessment & due diligence processes, contracts/agreement review and to provide financial, administrative support and ensure financial and administrative compliance in all outgoing contracts and agreements.

1. **Key responsibilities:**
2. **Contracts and Agreements**

* In direct consultation with the Programs team, facilitates all agreement preparation.
* Ensure full compliance of WWF policy and procedures as well as compliance of laws and regulations of the Royal Government of Bhutan.
* Secures the signature of all concerned on the agreement processing form.
* Prepares draft agreements, gets the same reviewed by Operations Director, ensures Head Quarters review as needed and get the signature of Country Director on the contracts.
* Ensures that all parties understand well the enclosed compliance provisions of the funds and reports the deliverables in the standard template, if any, following the schedule outlined in the agreement.
* Prepares voucher/s and processes obligation of the contract amount, keeps track of payment / advance made to the grantee / consultant and updates the same in PTS as well.
* Responsible for keeping track of all secured funds, to ensure that the expenses are made from these funds in compliance with the donors’ requirements and bringing the aberrations and deviations, if any, to the Operations Director in relations to specific requirements of the grants/consultancy, and associated funding restrictions.
* Conducts periodic review and provide updates of the grants/consultancy to the Operations Director.

1. **Compliance** 
   * Responsible to conduct periodic review of Field Project manual and recommend the required revision in close coordination with Program and project staffs.
   * Ensure the proper record and implementation of any decisions on the agreements/contracts.
   * Responsible to provide operational support in close coordination with the Programs and Project teams.
   * Periodically organize compliance orientation & follow-up induction to concerned WWF staff members and grantee partners.
   * Support program teams on grantee/consultant selection processes ensuring required due diligence, and risk mitigation measures.
2. **Financial Monitoring and reporting**

* In collaboration with MES, develop Monitoring Plan in line with the identified mitigation measures during grantees risk assessment ensuring donor requirements and the provisions outlined in the WWF’s Grantee Monitoring Policy and Procedures.
* Carry out regular financial monitoring of the project(s) and sub-grantees partners to ensure the full compliance of applicable policies, procedures and donors’ terms and conditions outlined in the Project Operation Manual and the Grant Agreements.
* Periodically review the programs financial progress and alerts for any delay in or incomplete financial reporting, or any variance from agreement requirements, overspending, etc.
* Analyse and review monitoring findings and conduct timely follow-ups to ensure recommended actions are implemented by respective grantee partners.
* Responsible for coordination and compilation of financial reports from grantees partners periodically and be responsible for periodic field project financial data collation, analyzing and reporting overall financial information.

1. **Update Panorama**

* Operationalize Panorama Systems to facilitate issuance of the outgoing agreements with updated agreement information and document ensuring standard policies and procedures.
* Maintains up-to-date funding source-wise budget records of the issued contracts to ensure funding disbursement to the agreements are in line with the annual secured budget reflected in the Panorama Systems.

1. **Program Administration**

* In collaboration in Finance Manager support auditing processes and analyze audit results to determine methods for ensuring compliance and take necessary steps to recommend best ways to avoid fraud and non-compliance, and in addressing major findings with follow up actions & measures to avoid repeated audit observations with project offices and grantee partners.
* Regularly updates and maintains Consultant Roster and ensure compliance for all consultancies awarded. Ensures that the consultant roster is utilized effectively, and rates are adhered to.
* Maintains files pertaining to grants & agreements. Maintains a contract log and regularly updates it including Grant & Consultancy status reports and prepares annual budget vs. expenditure report of all grant and consultancy agreements including major grants to government department, travel/study grants, consultancy and other service contracts.
* Ensures that all service contracts related to facilities are renewed on a timely basis.
* Establishes a proper log of all such contracts with start date and end date. Keeps track of all the contract details with the external vendor and follows up on any issues.
* Archive and structurally manage all contracts and relevant documents of WWF Bhutan.
* Disposal of old agreements and contract in compliance of WWF’s disposal policy.
* Represent WWF in Safety Security Forum and provide update on any kind of possible security situations.
* Ensure all insurance pertaining to vehicles, office building, office equipment, and staff medical/accidental insurance; ensure safety kits and emergency communication devices are put in place and are up-to-date.
* Perform other duties as assigned and play an active role in successful operation of projects.

**III. Minimum Work Requirements:**

***Qualification***: Minimum of a Bachelors’ degree in Finance, commerce or a related field.

***Experience***: At least 4 years of similar work experience is required. Candidate should be able to work independently – with minimum supervision and guidance from supervisors.

**Working relationships:**

**Internal:** Will have to work closely with WWF staff on a daily basis

**External**: Maintain close interaction with all staff and relevant colleagues of the WWF network, and with entities associated with WWF Bhutan’s work within and outside the Government, including conservation partners.

**Skills and Abilities:**

* Fluency in English and Dzongkha (written and spoken)
* Should be able to work independently with minimum supervision and guidance from supervisors.
* Exceptional interpersonal and relationship-building competencies coupled with strong written and verbal communication skills.
* Proven experience managing teams
* Ability to work effectively and under pressure on a variety of simultaneous complex initiatives and issues.
* Committed to building and strengthening a culture of inclusion within and across teams.
* **Self-management and Emotional Intelligence:** Stay composed and positive even in difficult moments, handle tense situations with diplomacy and tact, and have a consistent behavior towards others
* **Conflict Management:** Surface conflicts and address them proactively acknowledging different feelings and views and directing energy towards a mutually acceptable solution
* This position requires attention to detail, the ability to keep accurate financial records and the ability to effectively priorities and work accurately under time constraints.
* Identifies and aligns with WWF’s core values: Courage, Integrity, Respect, and Collaboration:
* Demonstrates courage by speaking up even when it is difficult, or unpopular.
* Builds trust with colleagues by acting with integrity, owning mistakes, and holding oneself accountable.
* Welcomes other points of view and ideas, recognizing and embracing different and contrary perspectives with kindness, curiosity, and encouragement.
* Makes conscious efforts to promote cooperative practices, behaviors, and ways of working across many groups and individual.