



Vacancy Announcement

Position: Grants Officer, RECOFTC Main Office

Deadline for application: 31 January 2025

RECOFTC is an international nonprofit organization working towards a future where resilient communities with respected rights thrive in forest landscapes that they manage sustainably and equitably. We take a long-term, landscape-based and inclusive approach in supporting local communities to secure their land and resource rights, stop deforestation, find alternative livelihoods and foster gender equality. We have more than 37 years of experience working with people and forests and have built trusting relationships with partners at all levels. As a trusted, honest broker, we occupy a distinct position as an international organization that supports, informs and brings together governments, communities, businesses, academia and civil society organizations. Our innovations, knowledge and initiatives enable countries to foster good forest governance, mitigate and adapt to climate change, and achieve the UN Global Goals.

RECOFTC operates in the Asia-Pacific region, with country programme offices in Cambodia, Indonesia, Lao PDR, Myanmar, Nepal, Thailand and Viet Nam.

RECOFTC Main Office is seeking a Grants Officer for its Corporate Services unit, based in Bangkok, Thailand. This position is open to Thai nationals. The selected candidate will be offered a 24-month contract with the possibility of extension, contingent on funding availability and satisfactory performance.

Tasks and duties

The Grants Officer is a member of the Corporate Services unit and works under the direct supervision of the Finance Coordinator. This role involves close collaboration with the finance team to ensure compliance with the financial components of RECOFTC's growing portfolio of grants and contracts related to the development and expansion of its standards. The Grants Officer also works closely with Project Managers to align contracts with RECOFTC's project management processes.

Specific tasks and duties include:

Budgeting support

- Work closely with RECOFTC Accounts and Administrative Officers (AOs) to review budgets promptly, ensuring compliance with RECOFTC's internal policies and donors' requirements
- Support the development of an updated indirect rate calculation at RECOFTC, identifying overhead costs and implementing cost allocation methodologies

Grants monitoring and compliance

- Work with the Finance Coordinator to update and improve the grant tracker for project managers and AAOs
- Collaborate with accounting and programme teams to enhance grants management systems, processes and compliance across the organization
- Ensure integration of grants-related needs into RECOFTC's accounting system, working closely with the Finance Coordinator during project initiation to accurately detail budgets according to donor requirements, RECOFTC's financial information needs and project requirements
- Regularly track financial reporting and payment dates by contract to support efficient cost recovery
- Assist project staff in preparing interim and final financial reports and invoices, including data-collection from subgrantees, ensuring timely submission to donors in coordination with the Finance Coordinator

Other responsibilities

- Prepare, submit and track all invoices promptly
- Maintain comprehensive and accurate documentation for all grants, including award letters, agreements, correspondence and reports
- Reconcile grant-related accounts and resolve discrepancies promptly
- Monitor cash flow for each grant, ensuring timely disbursements aligned with project needs
- Prepare documentation for internal or external audits, ensuring proper accounting and documentation of all grant expenditures
- Serve as the main point of contact during grant-related audits, providing necessary financial data and reports
- Assist with grant closeouts, ensuring proper fund expenditure and submission of financial reports to funders
- Perform other duties as assigned by the Finance Coordinator and Finance Director

Qualifications and experience

The Grants Officer must have the following essential qualifications and experience:

Essential

- Bachelor's degree in public administration, international relations, social sciences, finance, economics or development
- Minimum five years of combined experience in project budget formulation, grant tracking and budget projections with demonstrated success in developing complex, multi-year budgets
- Knowledge of project and grants management, compliance monitoring and development of relevant policies and guidelines
- Proficiency in software and collaboration tools with advanced Excel skills
- Solution-oriented approach with strong project and time management skills, attention to detail and ability to build relationships
- Capacity to work both independently and collaboratively on assignments
- Excellent research, analytical and writing skills in English

- Strong communication skills to align diverse stakeholders towards common objectives and activities
- Ability to handle and prioritize multiple tasks in a fast-paced environment
- Positive attitude and ability to work well in a diverse team environment
- Must be Thai National

Desirable

- Experience working on a small team with limited resources for an organization with a regional footprint
- Working experience in the Southeast Asian context
- Experience in international and non-governmental organization environments
- Good understanding of IT-supported procedures, inventory management and procurement

RECOFTC's core values

At RECOFTC, our core values are the foundation of our culture and guide all our work. In addition to job-specific skills and experience, the applicant should possess the following characteristics, attitudes and skills:

- Embrace innovation
- Adapt to and learn from challenges
- Nurture commitment, responsibility and ownership
- Collaborate with partners and stakeholders
- Commit to sustainability
- Cultivate participation, gender equity and social inclusion
- Prioritize wellbeing

How to apply

Interested candidates should submit a current CV and a cover letter. The cover letter should explain why you are suitable for the position, include your salary expectations and provide the current contact details of three referees, including recent supervisors. To apply, please click [here](#). Only shortlisted candidates will be contacted.

For more information about RECOFTC, please visit our website at www.recoftc.org

RECOFTC is committed to non-discrimination and equal opportunity. Applicants will not be discriminated against based on ethnicity, religion, age, nationality, physical disability, sexual orientation, gender identity, colour, marital status, medical condition, or any other classification protected by RECOFTC's values and code of conduct. Reasonable accommodations may be made to enable qualified disabled applicants to participate in the application process. If you require special accommodation, please inform RECOFTC's Human Resources in writing at the time of application. The successful candidate will be selected based on merit. RECOFTC strongly encourages women to apply.