



# **Ethnic Health System Strengthening Group Vacancy Announcement for Grant Manager**

## **About Our Organization**

The Ethnic Health System Strengthening Group (EHSSG) is a network of Ethnic Health Organizations and border-based managed health Community-Based Organizations with over twenty years providing primary health care services. In 2015, the group formed a steering committee to work together to strengthen health systems in Eastern Burma/Myanmar, and to advocate for equitable and essential primary health services for vulnerable and displaced people throughout Burma/Myanmar. Participating organizations provide comprehensive health programs in their local areas through a collaborative approach with local, national, and international bodies. EHSSG is a community-based ethnic health organization and consists of **14** partner organizations, namely

1. Back Pack Health Worker Team (BPHWT)
2. Burma Medical Association (BMA)
3. Chin Health Education Committee (CHEC)
4. Civil Health and Development Network (Karenni) (CHDN)
5. Mae Tao Clinic (MTC)
6. Mon National Health Committee (MNHC)
7. Kachin Health Network (KHN)
8. Kachin Women Association- Thailand (KWAT)
9. Karen Department of Health and Welfare (KDHW)
10. Pa-Oh Health Working Committee (PHWC)
11. Rakhine Community Health Worker Association (RCHWA)
12. Shan Health Committee (SHC)
13. Shan State Youth Capacity Building Centre (SSYCBC)
14. Ta'ang Health Organization (THO)

## **AIMS of EHSSG**

1. Improved health outcomes through expanding access of villagers to community health workers and services.
2. Responsiveness through evidence-based programming and planning.
3. Financial and social risk protection through prioritizing context-appropriate, low-cost interventions, and improved referral systems. Improved efficiency through the identification of best and underperforming facilities, programming, and health workforce.



**CODE: VA NO: 014/EHSSG 2023**

**EHSSG is looking for a motivated and reliable individual to fill the position of “Grant Manager”.**

**Required Position and detailed information**

<b>Job Title</b>	Grant Manager
<b>Location</b>	Mae Sot
<b>Travel Requirements</b>	As necessary
<b>Date of Joining</b>	As soon as possible
<b>Full-Time/Part-Time</b>	Full time
<b>Salary Range</b>	15,000 – 20,000 Baht Per Month
<b>Benefits</b>	Stipend, Leave, Holidays, and other social benefits
<b>Contract Length</b>	One year contract
<b>Relationships</b>	
<b>Reports to</b>	Director
<b>Supervises</b>	Grant Coordinator
<b>Coordinates with</b>	EHSSG’s Staff, Partner/Members Organizations, and Donors
<b>Financial/Budget</b>	Financial Management
<b>Responsibilities</b>	
<b>Summary</b>	The Grant Manager is responsible for increasing and diversifying annual income, donor relations, communications, and funding, ensuring compliance with grant agreements and fulfillment of donor needs. To plan and execute the grantmaking process by working with the finance team to work within the annual budget, support program staff in researching funding opportunities, manage documents and deadlines, and track grantee results.
<b>Job Specific</b>	<ul style="list-style-type: none"> <li>• Work closely with the program team and M&amp;E team to develop project plans and indicators of achievement; prepare narrative and project proposals and logical frameworks</li> <li>• Strengthen monitoring and reporting systems to deliver quality project, program team, and annual reports timely</li> <li>• Collaborate closely with the finance team to assess the funding status and to ensure coherence between financial and narrative reports and proposals</li> <li>• Conduct prospect research and cultivate high-net-worth individuals to increase the donor base</li> <li>• Assist with advocacy materials such as reports and press releases</li> <li>• Coordinate with partners and members' organizations for donor updates and funding flow</li> </ul>



	<ul style="list-style-type: none"> <li>• Communicate with donors regarding grant proposals, reporting and answering donors' questions, assist donors' visits, and facilitate and arrange meetings with donors, partner NGOs/ INGOs and local organizations</li> <li>• Translate and interpret between donor requirements and local context as necessary</li> <li>• Assist the director in preparing acknowledgment letters, recommendation letters, and letters requested by partners and international acquaintances</li> <li>• Acts as a representative and spoke person in donor-related workshops.</li> <li>• Prepare a Memorandum of Understanding and Letter of Agreement between partners and member organizations to implement the activities.</li> <li>• Orientate the new grant to partner and member organizations.</li> <li>• Collaborate with program, finance, and M&amp;E teams to ensure effective communication of grant payment and restrictions</li> </ul>
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<b>Position Requirements</b>	
<b>Education</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree or advanced degree in Finance, Business Administration, or related field. If formal qualification is not available, the candidate may show equivalent self-taught competencies. <i>(required)</i></li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>• Minimum two years of direct Grant Management experience.</li> <li>• Minimum five years experience working with a variety of non-profit organizations including CBOs, CSOs, EHOs, NGOs/ INGOs, foundations, or government aid agencies desirable</li> <li>• Ability to independently apply a broad knowledge of grant management practices and principles</li> <li>• Experience in writing proposals and familiarity with donor reporting, budget planning, and M&amp;E is preferred</li> <li>• Demonstrated interest or experience in healthcare, social services, and human rights</li> </ul>
<b>Skills/Knowledge/Aptitude</b>	<ul style="list-style-type: none"> <li>• Patience, understanding, and experience working in cross-cultural environments</li> <li>• Excellent analytical, organizational, and time management skills</li> <li>• Ability to coordinate and work with others</li> <li>• Ability to exercise a high level of tact and discretion in both internal and external interactions</li> <li>• Ability to create and maintain good working relationships</li> </ul>



	with a variety of internal and external constituents
<b>Language(s)</b>	<ul style="list-style-type: none"><li>• Advanced English language level.</li><li>• A basic understanding of the Thai language is desirable</li><li>• Knowledge of ethnic language is desirable</li></ul>
<b>Motivation</b>	<ul style="list-style-type: none"><li>• Enthusiastic in job</li><li>• Diligent, responsible and accountable</li><li>• Must be a believer in the mission and vision of EHSSG</li></ul>

We are committed to creating a diverse environment and are proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

EHSSG has zero tolerance for sexual exploitation and abuse, sexual harassment, abuse of authority, and discrimination. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, which enshrines the principles of PSEA, always (both during work hours and outside work hours). All selected candidates will be expected to adhere to these standards and principles.

### **Application Details**

Interested individuals are requested to submit a CV including a cover letter and contact details of two references (No other supporting documents are required at this stage) no later than **10<sup>th</sup> November 2023, 5 PM (Bangkok Time)**.

These should all be submitted to EHSSG's Human Resources Team at [hr@ehssg.org](mailto:hr@ehssg.org).

Contact Information Details:

Admin/HR Officer

Office Ph: (+66) 097 981 8454

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