



TERMS OF REFERENCE

Position: Grants and Compliance Officer

Organization	Mekong Institute
Department	Sustainable Energy and Environment (SEE)
Project Responsibility	Mekong Children's Heart Care Project
Position	Grants and Compliance Officer
Report to	Program Director of SEE
Type of working	Full-time, onsite
Working location	Mekong Institute, Khon Kaen, Thailand

Background

Mekong Institute (MI) is an intergovernmental organization owned by the six countries of the Greater Mekong Subregion, focusing on human resource development and capacity-building initiatives to drive sustainable development. With over two decades of experience in project management, training, and research, MI is recognized for fostering regional cooperation and development across Southeast Asia.

The Mekong Children's Heart Care Project, jointly implemented by MI and Fuwai Hospital, aims to enhance the diagnosis and treatment of congenital heart disease (CHD) among children in Laos and Cambodia. The project focuses on promoting minimally invasive procedures, building local healthcare capacity, and establishing a regional cooperation mechanism to improve child health outcomes.

Purpose:

The Grants and Compliance Officer ensures adherence to donor regulations, compliance standards, and financial tracking. This role focuses on maintaining grant compliance, supporting donor reporting, and assisting with monitoring and evaluation (M&E). The Officer collaborates with MI's finance team, donor counterparts, national field teams, and the project's main office to ensure that all financial documentation aligns with donor and institutional standards.

Main Responsibilities:

A. Grant Compliance

- Ensure project activities comply with donor regulations and MI's internal policies.
- Interpret and apply donor financial rules to operational and planning purposes.
- Review and verify financial documents for eligibility, accuracy, and completeness.
- Maintain updated schedules and timelines for grant reporting and submissions.
- Support the Project Manager in aligning financial data with narrative reports, ensuring consistency with donor requirements.

B. Grant and Budget Tracking

- Develop and maintain tools to track spending, budgets, and deliverables.
- Monitor financial performance, advising on budget adjustments or reallocations.

- Ensure project work plans align with budget milestones.
- Track procurement and disbursement processes to maintain budget control.

C. Systems and Capacity Development

- Establish internal systems, SOPs, and compliance templates for effective grant management.
- Train field staff on donor rules, documentation procedures, and financial compliance.
- Standardize reporting practices to ensure consistent and audit-ready documentation.

D. Monitoring and Evaluation (M&E) Support

- Assist in developing M&E frameworks and data collection tools.
- Verify M&E data and maintain accurate records for audits, donor reviews, and evaluations.
- Link financial data with project outputs to track progress and ensure accountability.

E. Cross-Functional and Field Coordination

- Collaborate with field teams to ensure timely and accurate documentation and reporting.
- Attend donor and stakeholder meetings as required, providing updates on grant compliance and project progress.
- Prepare financial briefings and summary reports for donor visits and monitoring missions.

F. Implementation Support

- Support grant compliance and financial tracking systems to monitor timely project delivery.
- Work with the Project Manager and field teams to resolve delivery bottlenecks related to budget use, procurement, or compliance.
- Align disbursements with activity schedules to ensure resource availability.
- Use financial and M&E data to identify risks and recommend corrective actions to maintain progress.
- Support internal reviews to assess project delivery against targets and grant conditions.

Expected Deliverables

1. Timely and accurate contributions to donor reporting, ensuring compliance with grant conditions.
2. Regularly updated budget tracking and financial monitoring tools aligned with project deliverables.
3. Operational grant management systems and standard procedures to ensure consistent compliance and reporting.
4. Field staff trained on compliance, financial documentation, and reporting processes.
5. Validated financial and M&E data for internal and external use, ensuring accuracy and consistency.
6. Clear and consistent communication materials for donors and stakeholders, ensuring alignment with project goals.
7. Efficient grant compliance and financial management processes that ensure timely use of project resources in line with donor requirements.

Qualifications

- Bachelor's degree or equivalent in Public Administration, Finance, Development Studies, or a related field.
- Minimum 3 years of relevant experience in grants, compliance, or financial management.
- Familiarity with donor compliance, audit preparation, and reporting procedures.
- Experience supporting M&E and working with field teams, particularly in regional projects.

- Strong financial analysis skills and proficiency in financial tracking systems and reporting tools.
- Excellent written and verbal communication skills in English.
- Able to work independently and collaborate in multicultural environments.
- Willingness to travel within the region as needed.

Salary and benefit

- Competitive monthly salary ranging from 1,300 – 1,600 USD, commensurate with qualifications and relevant experience
- Health Insurance: Comprehensive medical coverage for employee
- Annual Leave: 20 days of paid vacation per year, plus Thai public holidays
- Sick Leave: 30 days of paid sick leave annually
- Relocation Assistance: Round trip relocation allowance for candidates relocating to Khon Kaen

Apply

If you have the skills and experience to exceed in this position and are passionate about equitable and inclusive economic growth in GMS, Submit your CV and the letter cover via the link <https://forms.gle/SNFFd3KU464xrm71A> within June 5, 2025, by select the position **“Grants and Compliance Officer”**

Please note that the closing date is midnight Bangkok, Thailand time and only applications successful in progressing to the next stage will be responded to.