

## **Job Description**

### **Grant Compliance Specialist | October 2023**

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The Hunger Project (THP) is a global non-profit organization whose mission is to end hunger and poverty by pioneering sustainable, grassroots, women-centered strategies and advocating for their widespread adoption in countries throughout the world. We operate in 22 countries with 330 staff and have mobilized hundreds of thousands of volunteer leaders worldwide. Our programs throughout Africa, South Asia and Latin America are based on an innovative, holistic approach, which empowers women and men living in rural villages to become the agents of their own development and make sustainable progress in overcoming hunger and poverty.

THP Bangladesh was founded in 1991 to foment a volunteer-based movement for overcoming hunger and poverty sustainably. It is currently the largest volunteer-based organization in the country, with over 250,000 volunteers working toward self-reliance. THP Bangladesh works in multiple sectors including governance, poverty eradication, human rights, youth development, and gender equality.

### **Position Summary**

The Hunger Project-Bangladesh seeks an experienced person for the position of Grant Compliance Specialist to direct in-country compliance with grant reporting requirements. The position requires experience managing and knowledge of USAID, FCDO, EU and other donor grant awards, grant finance, and grant compliance. The duties include ensuring the submission of quality and timely financial and narrative reports to donors, technical support to the implementation teams regarding monitoring, tracking, and reporting, and ensuring compliance with all donor and internal guidelines. Travel to remote areas where THP works will be necessary. The applicant is required to be based in Bangladesh and authorized to legally work in the country.

This position will report to the Lead Compliance Officer at the THP-Bangladesh office and will also have a close working partnership with the Senior Director, New Business Development of the US PPD in the Global Office based in New York City, New York, USA.

## Essential Functions

- Design and/or update existing policies, procedures and systems that are necessary for full accountability and compliance.
- Conduct internal compliance audit on a quarterly basis.
- Act as primary point of contact on a complex grant portfolio grant management and compliance related questions providing answers to THP staff, and external focal points.
- Monitor and ensure complete, accurate, and timely compliance to donor requirements for grants – including but not limited to requirements related to staffing, purchasing, asset management and reporting.
- Oversee adherence to sub-agreements with sub-grantees and project partners to ensure their compliance with the project and donor requirements.
- Ensure that all relevant internal stakeholders – e.g., THP-Bangladesh’s senior management team, as well as THP’s Global Office Finance, and Operations and New Business Development units – are appropriately consulted to ensure compliance with USAID and other funders.
- Anticipate and identify compliance challenges and risks and communicate with relevant stakeholders to address them.
- Maintain updated records for multiple awards and track compliance calendars.
- Facilitate authorization processes, payment requests, tax exemption protocol, and information management.
- Provide expert support to manage projects and single audit processes in country.

### Other

- Perform other duties and responsibilities as required.
- Participate in collegial office environment including helping with office-wide initiatives outside of own job area.
- Represent THP at external meeting with donors as needed.

## Qualifications

### 1. Education

**Minimum Required:** Bachelor’s degree in professional chartered Accounting.

**Preferred:** Master’s Degree in Commerce or Business.

### 2. Work Experience

- **Required Minimum:** Five (5) years’ relevant work experience.
- **Preferred:** Experience managing USAID and other donor grant awards, grant finance, and/or grant compliance.

### 3. Specialized Knowledge Needed for Job Performance

- Professional proficiency in MS Office suite.
- Knowledge of Google Suite and tools.

#### 4. Skills

- Experience working with national partners and/or local government authorities.
- Broad understanding of government and bi/multilateral agency funding requirements and systems.
- Excellent communication, collaboration, and project management skills.
- Demonstrated ability in building capacity and providing training and technical assistance.
- Ability to work collaboratively and to foster a cooperative environment with peers in other THP countries and partner offices.
- Good understanding and working knowledge of NGO Bureau in Bangladesh and their audit processes.
- Excellent speaking, writing, and oral communication skills in English.
- Available for travel to remote areas where THP works.

#### 5. Other

- Demonstrated commitment to fostering and maintaining an environment of diversity, inclusion, and belonging.
- Commitment to THP's values, including an understanding of and compatibility with our principles and philosophy. The successful candidate will be working with a team who loves what they are doing and feels it is a privilege to be working in service of this mission.

## How to Apply

Please forward your letter of interest and resume for immediate consideration to [bdrecruit@thp.org](mailto:bdrecruit@thp.org). Please include “**Grant Compliance Specialist**” in the subject line of your e-mail.