POSITION: PROGRAM MANAGEMENT ASSISTANT

BASIC FUNCTION OF POSITION

Assists the Embassy Grants Coordinator in the administration of Embassy Rangoon's small grants program. This will include working on all stages of grants administration, such as evaluation of proposals and budgets when the Embassy first receives them, working with potential grantees to revise proposals, monitoring and tracking grants and budgets, reviewing midterm and final reports, and closing out grants when they are completed. Travels alone or with the Embassy Grants Coordinator throughout the country to monitor grants programs, conduct outreach on the program, and recruit new proposals.

MAJOR DUTIES AND RESPONSIBILITIES

Collects, reviews, and evaluates proposals submitted to the Embassy. Advises the Embassy Grants Coordinator on whether or not budgets and plans for projects are realistic, and offers substantive suggestions to grantees on how to improve their projects and/or organizational capacity. Works with grantees to improve their proposals as necessary. ..20%

Administers grants in progress. This includes keeping track of the overall small grants budget, entering grants into the reporting system website, writing and submitting purchase orders, and tracking funds for each individual grant. Reviews validity of receipts and progress reports from grantees on their projects. Communicates regularly with grantees to keep track of their projects and clarifies grant program objectives and regulations. …60%

Monitors grant projects by doing site visits. Travels alone or with the Embassy Grants Coordinator throughout the country to visit project sites, evaluate progress, offer suggestions to grantees on how to improve projects immediately and in the future….20%