



မြန်မာနိုင်ငံဆေးပညာရှင်များအသင်း  
**BURMA MEDICAL ASSOCIATION**

Website: [www.bmahq.org](http://www.bmahq.org), Email: [bmahqs08@yahoo.com](mailto:bmahqs08@yahoo.com)  
Address: 702, Moo1, Tha Sai Luad, Mae Sot, Tak, 63110, Thailand, P.O.Box: 156

**Job Description**

All Burma Medical Association (BMA) employees are expected to work in accordance with the organization’s core values: dignity, mutual respect, partnership, non-discrimination, equity, reliability, empowerment, and accountability. These attitudes and beliefs shall guide our actions and relationships.

<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>	14,000 Baht Per Month
<b>Benefits</b>	Stipend, Leave, Holidays, and other social benefits
<b>Contract Length</b>	12 months with the possibility of extension
<b>Relationships</b>	
<b>Reports to</b>	Director and Deputy Director
<b>Supervision of</b>	Direct: Grant Assistant Manager Indirect: Others:
<b>Coordinates with</b>	Internal: Admin Team, Program Team and Finance Team External: Donors, Members, Partner Organizations,
<b>Financial/Budget</b>	Direct: Finance Manager, Accountant and Finance Staff Indirect: Program/Project Manager
<b>Responsibilities</b>	
<b>Summary</b>	<p>The Grants Manager will contribute to achieving high-quality programming by ensuring effective grants management including, compliance requirements, reporting, timely and quality proposal development, and internal and external communication.</p> <p>The Grant Manager line manages the Grants Officer, ensures BMA program/support teams are fully informed of relevant donor compliance regulations and BMA procedures, manages donor and other external reporting, and coordinates grant revisions. The Grant Manager also supports donor communication by ensuring effective channels of internal and external communications relating to grants are established and respected. The Grants Manager supports the development of proposals and opportunity identification, as required.</p>
<b>Job Specific</b>	<ul style="list-style-type: none"> <li>• Work closely with program teams 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 timely deliver quality project, program team, and annual reports</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> </ul>



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	<ul style="list-style-type: none"> <li>• Assist with advocacy materials such as reports and press releases</li> <li>• Coordinate with partners and member organizations for donor updates and funding flow</li> <li>• Communicate with donors regarding grant proposals, reporting and answering donors' questions, assist donors' visits, and facilitate and/or arrange meetings with donors, partner NGOs/ INGOs</li> <li>• Acts as a representative in donor related workshops.</li> <li>• Collaborate with program, finance, and M&amp;E teams to ensure effective communication of grant payment and restrictions</li> <li>• Lead on BMA due diligence assessment when and as required by an existing or new donor</li> <li>• In coordination with the Directors, prepare Letters of Agreement (LoA), Memorandum of Understanding (MoU), acknowledgment letters, recommendation letters, and other letters requested by partners and international acquaintances with relevant Annexes and take through signing processes</li> <li>• Ensure all documentation required to be kept by donors is available within the Grants department by maintaining high standard information management/filing systems</li> <li>• Support the Grants Officer to ensure correct and up-to-date maintenance of Grants Funding Tracker.</li> <li>• Assist in training and capacity building related to BMA Grants Management/donor compliance as required.</li> <li>• Work with the relevant Area (programs, finance, M&amp;E) to ensure Grant Opening Meetings are arranged and take place within 30 days of the grant being activated.</li> <li>• Coordinate Close Out of grants in respective portfolios</li> </ul>
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<b>Position Requirements</b>	
<b>Education</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in an applicable discipline with at least three years of related experience</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 2 years of direct grant management experience</li> <li>• Experience of 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, 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 of others</li> </ul>



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	<ul style="list-style-type: none"><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 with a variety of internal and external constituents</li></ul>
<b>Language(s)</b>	<ul style="list-style-type: none"><li>• Advanced English language level</li><li>• Basic understanding of Thai language is desirable</li><li>• Knowledge of ethnic language is desirable</li></ul>
<b>Motivation</b>	<ul style="list-style-type: none"><li>• At least 2-year commitment to work in this position</li><li>• Attention to detail</li><li>• Ability to work well under pressure in low resource setting</li><li>• Ability to work quickly and independently and be a good team player</li></ul>

**Application Details**

The application will close on **10 March 2024**. Only shortlisted candidates will be contacted for the interview.

**How to apply;**

Please submit a cover letter with your most recent CV, two recommendation letter and a passport photo. Scan your degree or certificate and other relevant documents. These should all be submitted to BMA's Human Resource Team at [bmahqs08@yahoo.com](mailto:bmahqs08@yahoo.com)

*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.*

*BMA has zero tolerance to 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, that 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.*