

# Position Description

## Grants Manager



<b>Position Title</b>	Grants Manager
<b>Program</b>	Australia Cambodia Partnership for Climate Resilience (ACP4Climate)
<b>Supervisor</b>	Operations and Grants Lead
<b>Location</b>	Phnom Penh

### Tetra Tech International Development

Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people’s lives.

Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

We welcome applicants of all genders, disabilities, ages, ethnicities, and language group.

### Our Values

We are a values-based organisation, and our values reflect who we are and what we stand for, and strengthen our engagement with colleagues, partners and clients through our shared values and behaviours.



### Overview of ACP4Climate

The Australia Cambodia Partnership for Climate Resilience (ACP4Climate) is the flagship climate investment of the Australian Government in Cambodia. Supported by the Australian Department of Foreign Affairs and Trade (DFAT), ACP4Climate helps Cambodia adapt to and reduce vulnerability to climate change through improved integrated water resource management and strengthened community-based resilience.

Tetra Tech International Development implements ACP4Climate in partnership with the Royal Government of Cambodia. ACP4Climate works with government, private sector, and civil society partners to strengthen national and subnational water planning, guide climate-resilient water investments, and scale inclusive and innovative solutions for climate-resilient water management. ACP4Climate works closely with women, persons with disabilities, Indigenous Peoples, and marginalised groups to ensure that they shape and benefit from improved water governance.

## Purpose and Objectives

The Grants Manager will manage ACP4Climate's grants portfolio under the direction of the Operations and Grants Lead, ensuring grants are compliant, transparent, performance-based, inclusive, safeguarding-informed, and aligned with program outcomes. The role will supervise Phnom Penh-based Grants Specialist and provide technical oversight, guidance, and mentoring to field-based Grants and MERL Officers supporting grant delivery in subnational locations.

The role will oversee the full grant cycle, including planning, solicitation, due diligence, award management, milestone verification, financial monitoring, partner capacity strengthening, reporting, risk management, and close-out. The Grants Manager will work closely with technical, MERL, GEDSI, safeguarding, finance, operations, subnational, and corporate teams to ensure partners are supported to meet ACP4Climate, Tetra Tech, DFAT, GEDSI, safeguarding, financial management, and reporting requirements.

## Key Responsibilities

### Key responsibilities include

1. Manage ACP4Climate's grants portfolio under the direction of the Operations and Grants Lead, ensuring compliance with DFAT, Tetra Tech, and ACP4Climate grant requirements.
2. Support grant planning, design, and mechanism selection, including performance-based grants, milestone structures, eligibility requirements, value-for-money considerations, risk controls, GEDSI requirements, and safeguarding obligations.
3. Lead transparent, competitive, and accessible grant solicitation and selection processes, including calls for proposals, expressions of interest, applicant briefings, application guidance, review committee coordination, conflict-of-interest documentation, and applicant notifications.
4. Ensure grant opportunities are communicated in ways that are accessible to local and subnational partners, including community-based organisations, women-led organisations, organisations of persons with disabilities, Indigenous Peoples' representatives, marginalised groups, civil society, private sector actors, and other relevant local stakeholders.
5. Oversee pre-award due diligence, including organisational capacity assessments, safeguarding and PSEAH checks, child protection considerations, fraud and corruption risk review, budget analysis, value-for-money assessment, database checks, risk ratings, and award recommendations.
6. Prepare and maintain complete grant documentation, including grant agreements, amendments, approval packages, partner files, grant trackers, database records, risk documentation, milestone evidence, payment records, and audit-ready files.
7. Monitor grant implementation in subnational locations, including milestone progress, expenditure, forecasts, partner reporting, compliance requirements, risk issues, safeguarding obligations, GEDSI commitments, and close-out requirements.
8. Coordinate with technical, MERL, GEDSI, safeguarding, finance, operations, and subnational teams to ensure grants contribute to ACP4Climate outcomes and that payments are made only after required technical, financial, compliance, GEDSI, safeguarding, and documentation checks are complete.
9. Support field-based grant monitoring, including site visits to potential and existing partners, review of partner performance, identification of implementation risks, and practical support to resolve grant delivery issues.
10. Strengthen the capacity of partners and program staff in grants management, financial reporting, milestone reporting, safeguarding, PSEAH, fraud prevention, GEDSI-responsive implementation, compliance, documentation, and ACP4Climate grant systems.
11. Supervise and mentor Grants Team, including Phnom Penh-based Grants Specialist and technical oversight of field-based Grants and MERL Officers supporting subnational grant delivery.
12. Support audits, grant manual updates, process improvements, risk escalation, issue resolution, and continuous improvement of grant systems to improve efficiency, transparency, inclusion, safeguarding, and compliance.

## Selection Criteria

### Qualifications

1. Bachelor's degree in finance, business administration, management, international development, or a related field. A master's degree is desirable.

### Experience

2. Minimum 5–7 years' experience in grants, subawards, or partner fund management, preferably on DFAT or other donor-funded programs.
3. Demonstrated experience managing the full grant cycle, including solicitation, due diligence, award, implementation monitoring, financial review, reporting, modification, and close-out.
4. Experience managing performance-based or milestone-based grants, including milestone design, verification, payment documentation, and partner performance management.
5. Experience supporting local organisations, community-based organisations, civil society, private sector, or other local partners, including capacity strengthening.

### Knowledge and Skills

6. Strong understanding of donor compliance, value-for-money, risk management, due diligence, fraud prevention, safeguarding, and audit requirements.
7. Strong financial management skills, including budget review, expenditure monitoring, acquittals, forecasting, and financial risk identification.
8. Ability to work collaboratively with technical, MERL, GEDSI, finance, operations, field, and corporate teams.
9. Demonstrated ability to support inclusive and accessible grant-making, including with women's organisations, organisations of persons with disabilities, Indigenous Peoples, marginalised groups, and local partners.
10. Strong staff supervision, mentoring, problem-solving, communication, and capacity-building skills.
11. Strong written and spoken Khmer and English.

This position is reserved for Cambodian nationals only.

## Code of Conduct

In accordance with Tetra Tech's Code of Conduct and Client Service Standards, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

## Child Protection

Tetra Tech is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

## Gender Equality, Disability and Social Inclusion

Tetra Tech International Development does not discriminate on the basis of ethnicity, race, colour, religion, disability, sex, sexual orientation, gender identity or expression, national origin, veteran status, marital status, or any other identity. We strongly encourage applications from minoritised groups and promise to ensure our application process is accessible and inclusive.

## Preventing Sexual Exploitation, Abuse and Harassment, Modern Slavery and Safeguarding

**Tetra Tech has a zero-tolerance approach to sexual exploitation, abuse and harassment ('SEAH'), child abuse and exploitation, modern slavery and safeguarding related retaliation, and this zero-tolerance extends to inaction.** Tetra Tech is committed to being a child safe organisation, and to promoting a culture that supports gender equality, and addresses the gendered drivers of violence against women and children. It is committed to fostering a culture where we prevent and respond decisively and appropriately to harm against people, and that all people are treated with dignity and respect, irrespective of country, program, or office where we work. This will require compliance with Tetra Tech's Safeguarding and other Codes of Conduct and our associated safeguarding policies (Child Protection and Child Safety, Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) policy and procedure, and Modern Slavery. Any successful applicants will be required to undertake satisfactory referee and criminal record checks prior to being appointed to any position.

Tetra Tech does not charge money or any kind of fee at any stage of the recruitment process (this includes applications, interviews, meetings, processing, administration, service and training). Tetra Tech will never ask for your sensitive information, such as bank account or other login details, including username or password.

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*A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of Tetra Tech International Development.*