

Position Description

Grants Specialist



Position Title	Grants Specialist
Program	Australia Cambodia Partnership for Climate Resilience (ACP4Climate)
Supervisor	Grants Manager
Location	Phnom Penh, with regular travel to program sites and locations across Cambodia

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.

Every Tetra Tech relationship is built on trust. Trust that is hard-earned through our proven expertise, our depth of global experience and our commitment to stay one step ahead. We create value throughout the project lifecycle and deliver vital international and local development projects for our clients. Our united group of specialists take enormous pride in collaborating with our project partners. By digging deeper. Thinking smarter. And seeing further. All so we can deliver the smartest solutions, every time.

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 Program

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, 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 Specialist will primarily coordinate the grants management process of ACP4Climate's grants portfolio under the direction of the Operations and Grants Lead and in collaboration with the project's technical team. The Grants Specialist will also be responsible for end to end administration of grants, including working with partners to develop proposals and budgets, providing technical advice to partners regarding the grants process, and ensuring that grant-making is transparent, compliant, inclusive, safeguarding-informed and aligned with program outcomes.

Key Responsibilities

- Lead end to end delivery of ACP4Climate grants from planning and solicitation through to award, monitoring, reporting and close-out.
 - Manage transparent, competitive and accessible grant processes for local, subnational, civil society, community, private sector and underrepresented partners.
 - Ensure compliance with Tetra Tech and DFAT policies, standards and contractual requirements, including robust financial management, safeguarding, prevention of sexual exploitation, abuse and harassment (PSEAH), child protection, modern slavery, fraud, GEDSI, risk management, audit and reporting.
 - Coordinate grant documentation, due diligence, agreements, budgets, milestone schedules, payments, amendments, partner reports and records.
 - Monitor grant implementation, including budget forecasts and expenditure, milestones, partner performance, compliance, safeguarding and GEDSI commitments, risk management and reporting.
 - Work with the technical, MERL, GEDSI, safeguarding, finance, operations, subnational and corporate teams to support quality delivery and timely payments under grant agreements.
 - Strengthen partner capacity in grant compliance, financial management, milestone reporting, safeguarding, GEDSI-responsive implementation, documentation and risk management.
 - Conduct field monitoring and support partners to improve implementation quality, accountability and evidence of results.
 - Support audits, maintain complete and accurate grant documentation and databases, update grants tools and improve ACP4Climate grants systems.
 - Serve as the primary point of contact for partner inquiries related to grant implementation, compliance, reporting, milestones, and others.
 - Perform additional duties assigned by the Grants Manager to support program objectives.
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Selection Criteria

Qualifications

- Bachelor's degree in finance, business administration, management, international development, or a related field.

Experience

Selection Criteria

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

Knowledge and Skills

- Strong understanding of donor compliance, value-for-money, risk management, due diligence, fraud prevention, safeguarding, and audit requirements.
- Strong financial management skills, including budget review, expenditure monitoring, acquittals, forecasting, and financial risk identification.
- Ability to work collaboratively with technical, MERL, GEDSI, finance, operations, field, and corporate teams.
- Demonstrated ability to support inclusive and accessible grant-making and management, including with women's organisations, organisations of persons with disabilities, Indigenous Peoples, marginalised groups, and local partners.
- Strong mentoring, problem-solving, communication, and capacity-building skills.
- 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 minoritized groups and promise to ensure our application process is accessible and inclusive.

Preventing Sexual Exploitation, Abuse and Harassment

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 sensitive information, such as bank account or other login details, including username or password.

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.