



Women's Fund Asia

## Grants Administrator

### Terms of Reference

Position Overview	
Title	Grants Administrator
Section	Programmes: Grantmaking
Reporting to	Director of Programme (DoP)
Coordinates with	The position supports the programme team and in doing so undertakes regulation coordination with relevant members from the Finance and Admin Team, as well as the Institution Building Team.
Location	Flexible – based anywhere in the mandated countries of WFA, but preference for Colombo (Sri Lanka); Delhi (India); or Bangkok (Thailand)
Status	Full-time

### Overview of the Organisation

Women's Fund Asia (WFA) is a regional women's fund, committed to supporting women, girls, trans, and intersex people-led interventions, to enhance and strengthen their access to human rights. WFA provides sustainable and flexible funding and resources to support the leadership of women, girls, trans, and intersex activists and groups who work at local, national, and regional levels for human rights.

The Fund started in 2004 as the South Asia Women's Fund (SAWF), operating in Bangladesh, India, Nepal, Pakistan, and Sri Lanka. In 2016 the organisation undertook an intense process of review and consultations, and it was relaunched as Women's Fund Asia on 8 March 2018. As WFA, the organization expanded its mandate across Asia, increasing its outreach from five to 18 countries.<sup>1</sup>

The present team works out of five cities in South Asia and two cities in Southeast Asia to implement the Asia-wide programme, with a diverse pool of consultants and experts rostered across the larger region. WFA's headquarters is in Colombo, while the Executive Director works out of the Liaison Office in Lucknow, and a satellite office is located in New Delhi. Other team members work out of their home locations.

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<sup>1</sup> South Asia: Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Sri Lanka, and Pakistan  
Southeast Asia: Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Thailand, Timor-Leste, and Vietnam  
East Asia: Mongolia



## Overview of Position

WFA seeks to recruit a Grants Administrator (GA) to administratively coordinate its grantmaking and grants management, as well as assist in other programme portfolios. The position requires a candidate with strong skills in coordination, communication, analysis, computers, and writing. The nature of the portfolio is predominantly desk work, with intermittent travel requirements during meetings and workshops, nationally, and regionally.

## Major Responsibilities

### I. Grantmaking and Grants Management

- a. Work with the Programme Officers, especially those leading the grants portfolios, as well as the Programme Associates, to ensure effective implementation of the annual grantmaking calendar, i.e. provide support during call for application process; efficiently process all received applications; support in information dissemination, etc.
- b. Work closely with the SMT to allocate and appropriate grants within the organization to financially support deserving projects.
- c. Carefully track incoming requests for funding, provide support to the paperwork process and grant applications, ensure that the grant money is being used according to the terms and conditions and in accordance with the objectives for which they are granted.
- d. Ensure that the grants comply in accordance with legal rules and regulations and are in alignment with the annual grants budget.
- e. Closely liaise and work with the Finance and Admin teams on management of the grantmaking budget, such as donor allocations and installment disbursements and financial reporting of the grantee partners.
- f. Prepare and file all grantee partner contracts.
- g. Coordinate regularly and efficiently with Programme Associates and Programme Officers on grantee-partner disbursements, evaluations, and reporting, and regularly update the Director of Programmes on the status of the same.
- h. Update relevant data management software for tracking grants, their disbursement and installments, reporting, and monitoring.
- i. Communicate efficiently and in a timely manner with grantee partners.

### II. Other Programme Support

- a. Undertake logistics coordination as and when required by the team for events, workshops, field visits and meetings, including travel, field visits etc. and ensure coordination for the same with the Operations Manager and Administration and Events Manager.
- b. Maintain an up-to-date contact database of partners.



- c. Organize the filing of documents and ensure digital and hard disk back up of all the relevant programme documents, including managing the programme folder on the shared drive.
- d. Prepare quarterly work plans based on the annual work plan calendar.
- e. Support the DoP in scheduling regular programme team meetings and document the proceedings of the meetings.
- f. Support the Institution Building team members on specific tasks related to grantee partners.
- g. Provide some guidance and work closely with consultants, volunteers, and interns on the daily basis.

### Qualifications, Experience, and Competencies

- a. A minimum of a Bachelor's degree.
- b. A minimum of 3 years' experience in programme administration. Experience with not-for-profit organisations, especially donor organisations, would be given preference.
- c. Proficiency with **Google Workspace** and **Microsoft Office**; experience in managing as well as designing data management systems is a must; experience in managing **SalesForce** is preferred.
- d. Familiarity with regional socio-political contexts would be given preference.
- e. Excellent communication skills, writing ability, and strong command of English. Additional language skills in any of the local languages of WFA-mandated countries would be an asset.
- f. Strong interpersonal skills and the ability to work in with mutual respect in an international, multicultural, and virtual team environment is a must.
- g. Ability to pay meticulous attention to detail; manage stress and role demands; efficiently coordinate various activities simultaneously; and to multitask, priorities, self-manage, and meet deadlines.
- h. WFA's programme and its strategy are rooted in feminist principles; it is imperative that the values, understanding, and behavior of the GA is entrenched in the same principles.
- i. Ability to undertake local and international travel.

### Terms and Conditions

- a. Once selected, a renewable contract syncing with WFA's fiscal year (April - March) will be issued.
- b. The remuneration for the position is in the range of **USD 1120 to 1203 per month**. In case the individual is based out of home, then an office running stipend will be



- provided. The remuneration will be commensurate with work experience and skills. The taxes will apply as per laws of the land where WFA has registered office either Sri Lanka or India.
- c. There will be a six-month probation period, during which the contract can be concluded through a notice of 7 working days on either side. The incumbent will be internally evaluated before being confirmed. After confirmation the contract can be ended by a notice of 22 working days or salary of 22 working days in lieu of notice.
  - d. Once confirmed, there will be an annual performance evaluation every March, a month before a new contract is issued in April. The entitlement to leaves and medical benefits will also apply as per the HR Manual.
  - e. There is no obligation on the part of WFA to offer a new contract upon the conclusion of the present contract as WFA's human resource requirement is contingent on access to, availability, adequacy, the purpose of and timing of donor funds.
  - f. The organization has a zero tolerance to sexual harassment at the workplace; as well as any form of discrimination on any grounds including but not limited to sex, gender, sexual orientation, class, caste, race, and/or disability; the practice of which could result in immediate termination with no compensation, reference, or experience certificates.
  - g. The impact of sound judgment, decision-making, and management/leadership in this job function is of utmost importance to the organisation and its overall ongoing success.