



**OXFAM IS A GLOBAL MOVEMENT OF PEOPLE WORKING  
TOGETHER TO END THE INJUSTICE OF POVERTY.**

## **Contracts & Compliance Coordinator**

**Employment Term:** Fixed Term (1 Year Contract)  
**Level:** National C2  
**Location:** Yangon, Myanmar  
**Closing Date:** 1 July 2025

***"This position is opened only to National Applicants."***

### **The Role:**

Oxfam is looking for **Contracts & Compliance Coordinator**.

### **Job Purpose:**

**Oxfam's Contracts & Compliance Coordinator** plays a key role in donor contract management, serving as the technical focal point for donor contract and compliance monitoring, including system administration. This position also acts as the primary contact for reviewing and submitting donor reports. He/she will serve as the donor focal point for engagement and relationship-building, especially work around contract management, reporting, and compliance.

Responsibilities will be ranged from contract activation and compliance orientation to income management throughout the project life cycle, including contract amendments, donor reporting, and project/system closure. The coordinator will also participate in various contract-related calls—not only with internal Oxfam colleagues but also with donors, affiliated countries, and headquarters staff.

**This Role Report To:** Business Development and Funding Advisor  
**Staff Reporting to this Post:** NIL  
**Key Relation/Interaction:** Program, PQ/MEAL, Finance, Logistic, Oxfam in-country teams, Head Quarter, and Affiliate colleagues

### **Key Responsibilities:**

- 1. To ensure compliant and high-quality donor contract management aligned with institutional donor requirements by:**
  - Serving as a technical focal point for reviewing, negotiating, facilitating, and supporting the signatory process of all Oxfam donor contracts including affiliated contracts.
  - Engaging directly with donors and ensuring timely, high-quality, and consistent communication regarding the management of secured grants.
  - Supporting finance teams and project focal points in income management by liaising with relevant donors.
  - Assisting finance teams and project managers in monitoring restricted funding expenditure, ensuring the early identification of issues (e.g., ineligible expenses, miscoding,



over/underspending) and enabling timely corrective actions such as amendments and extension requests.

- Monitoring the impact of any changes to the original project proposal that may require contract modifications; ensuring challenges are identified early, addressed effectively, and communicated internally and externally to donors as appropriate.
- Leading the contract closure process, including financial reconciliation, obtaining necessary approvals, supporting audit preparation and closing the project in the system.

**2. To ensure capacity building of program and relevant teams in line with Oxfam and donor compliance requirements by:**

- Conducting Grant/Compliance training and orientation to relevant teams to enhance understanding and management of donor expectations such as knowledge sharing in inception workshops, capacity-building sessions, etc.
- Acting as a technical backstop for donor contracts and compliance in accordance with grant terms and conditions.
- Monitoring donor requirements, establishing compliance monitoring mechanisms/systems, and regularly updating records, information and data to strengthen institutional memory.
- Supporting the program and other teams with day-to-day donor and contract management requests.
- Collaborating with Budget Holders and Finance Coordinators to monitor actual vs. forecasted expenditures and addressing variances appropriately.

**3. To manage the Oxfam contract management system (CRIMSON and OPP) to a high standard by:**

- Keeping the system up to date by creating contract codes, ensuring proper allocations related to PIPs and projects, and updating proposal/project statuses.
- Maintaining accurate and timely records of key documents (proposals, budgets, contracts, amendments, reports, donor communications, etc.) and income data.
- Coordinating with the Regional Office and global confederation members to resolve compliance issues.
- Collating information from a defined range of sources (external or internal).
- Supporting the Myanmar OPAL focal person on CRIMSON-related issues, including OPAL reconciliation, contract information, budget phasing, and project closures or extensions.
- Participating in various meetings (e.g., CQMR, affiliate meetings, contract support calls, PADL, MFR, etc.) and providing updates or inputs related to contracts, CRIMSON, project amendments, and closures.

**4. To ensure high standards in donor reporting with timely submission by:**

- Generating a monthly reporting calendar (2–3 months in advance) from the system and sharing it along with weekly follow-ups and reporting templates.
- Supporting the program team in producing and submitting timely, high-quality donor reports, ensuring alignment with Oxfam policies, procedures, and donor requirements.
- Providing guidance to program teams to improve report quality and ensure consistency between narrative and financial reporting.
- Ensuring donor reports are submitted on time and meet quality standards, in accordance with Oxfam's reporting protocols and reflected in the system updates.

**For more information regarding the position, please have a look at the Job Profile [here](#).**



**What we are looking for:**

**Essential Competencies**

- Bachelor's or master's degree in social science, development studies or related fields.
- 5-7 years of professional experience, preferably within INGO or UN agencies as the Grant Manager or compliance/grant focal person.
- Proven excellent organisational skills – Ability to manage deadline driven planning with proper time management, identify and adapt priorities to respond to changing demands and coordinate inputs from various actors.
- Good knowledge/understanding of humanitarian and development programs.
- Strong knowledge and technical skills in donor intelligence, financial knowledge, donor compliance monitoring, donor reporting and grant management.
- Good proficiency in Microsoft Office – Significant experience with Word, Excel and Powerpoint.
- Excellent written and spoken English.
- Excellent analytical and problem-solving capacities – Ability to identify issues with contractual implications while monitoring projects, ensure consistent donor reporting and support teams in providing appropriate analyse of activities.
- Flexibility to travel in/out country will be required.
- Flexibility to adapt the workload which is deadline driven will be required.

**Desire Competencies**

- Good knowledge of NGOs funding mechanisms/constraints.
- Good knowledge of institutional donor environment and main donors' guidelines.
- Experience in sub-grant management and partnership support would be also valued.
- Proven excellent communication skills – Ability to accordingly adapt communication to various interlocutor and representation capacities.
- High adaptability – Ability to work with large range of actors including institutional donors and partners and to develop understanding of various contexts.
- Advanced interpersonal skills and good pedagogy – Ability to support staffs in ensuring compliance with donor requirements, to carry out staff/partners trainings and to ensure high communication sharing/gathering on project implementation.

**What we offer:**

Oxfam aims to recruit and retain diverse, passionate people who have the necessary skills, knowledge and commitment to meet our vision. We offer a competitive salary and a range of additional benefits to staff including flexible working options, generous pension scheme, annual leave, additional leave allowances, company sick pay, life assurance and a range of other benefits.

***Find out more about our pay & benefits, please click [here](#).***

**How to apply:**

To apply for this position please visit the following link;

<https://jobs.oxfam.org.uk/jobs/vacancy/23454/description> no later than **1 July 2025, 5:00PM (Myanmar Time)**



### **Our values and commitment to safeguarding:**

**Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people, adults and beneficiaries with whom Oxfam GB engages. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our [values](#) are recruited to work for us.**

The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. Oxfam GB also participates in the [Inter Agency Misconduct Disclosure Scheme](#). In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

We are committed to ensuring diversity and gender equality within our organisation and encourage applicants from diverse backgrounds to apply.

**Note to candidates:** Shortlisted candidates will be assessed on our organisational values and attributes at the interview stage. The successful candidate(s) will be expected to adhere to our code of conduct. We encourage candidates to read and understand our code of conduct [here](#).

### **About Us**

Oxfam is a global community of people who believe in a kinder and radically better world, where everyone has power to thrive not just survive. We believe we can overcome poverty by tackling inequalities that fuel it. We are shop volunteers, women's right activists, marathon runners, aid workers, coffee farmers, street fundraisers, goat herders, policy experts, campaigners, water engineers and more. And we won't stop until everyone can live life without poverty for good.

[Oxfam GB](#) is a member of [international confederation](#) of 21 organizations working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 80 countries. Oxfam in Myanmar is the branch of Oxfam GB.

**Only short-listed candidates will be notified.**