

Vacancy Announcement

Welthungerhilfe is one of the largest private aid organizations in Germany; it is politically independent and non-denominational. Welthungerhilfe (WHH) is dedicated to fighting for a world without hunger. Since it was founded on December 14, 1962, 12,128 overseas projects in about 72 countries have been supported with 5.07 billion euros.

Welthungerhilfe follows the principle of empowering people to help themselves to sustainably improve their living conditions, offering everything from fast disaster relief to reconstruction and long-term development cooperation projects with national and international partner organizations. In close collaboration with local partners, we enable people to break out of hunger and poverty sustainably, with measurable impact, and with integrity and accountability.

WHH pursues a dual mandate to ensure our actions meet the needs of our target groups: providing programs for short-term disaster relief as well as long-term development. To achieve [sustainable food and nutrition security](#) among the most vulnerable, these programs link our key focus areas interrelated with hunger – [agriculture and environment](#); [water, sanitation and hygiene](#) (WASH); [economic development](#); [humanitarian assistance](#); [climate change](#); and [civil society and advocacy](#). [Innovation](#) helps to scale the impact.

We are currently looking for one Project Officer (Grant and Compliance) for the Myanmar Country Programme. The position will be based in Yangon and requires frequent travel to project locations.

Job Description: Project Officer (Grant and Compliance) (SG 06)

I. Job Details

Department: Programmes

Country / Location: Yangon (frequent field visits required)

FundsPro Cost Allocation: THRIVE – Transforming Household Resilience through Inclusive Value Chains and Ecosystems

Job Name: Project Officer (Grant & Compliance) (m/f/d)

Title of Job Holder: Project Officer (Grant & Compliance)

Salary Group: SG 06

Immediate Superior (in disciplinary matters): Head of Project

Subordinate Position(s): None

No. of position: 1

Representation: To be decided on relevant occasions

Is represented by: To be decided in case of absence

Contract Period: 1 year contract with possible extension

Project Duration: 44 months

II. Objectives, Duties, Areas of Responsibility

1. Objectives of the position

The Project Officer – Grant and Compliance supports the compliant and accountable implementation of THRIVE by coordinating grant administration, contractual follow-up, compliance monitoring and documentation across WHH and the consortium.

The position supports the Head of Project and Project Management Unit in ensuring that project implementation and reporting are consistent with the European Union grant requirements, approved project documents, partnership agreements and applicable WHH procedures.

The position also supports the integration of WHH's direct implementation responsibilities in Kyaiklat, Bogale and Pyapon into the project's grant and compliance systems, while maintaining appropriate compliance follow-up with partner for implementation in Labutta and with the other THRIVE consortium partners.

2. Duties and area of responsibility

2.1. Duties with own area of responsibility

- Maintain an up-to-date overview of the contractual and compliance requirements applicable to THRIVE and translate relevant requirements into practical compliance checklists, calendars and follow-up tools for project management and implementation teams.
- Maintain the project's grant-management documentation and filing system, ensuring that key contractual documents, approved project documents, amendments, partner agreements, correspondence, reports and compliance records are complete, current, traceable and accessible to authorised staff.
- Maintain a compliance calendar covering contractual reporting deadlines, partner submissions, required reviews, contractual milestones and other grant-related obligations, and systematically follow up responsible staff and partners.
- Monitor implementation against relevant provisions of the approved grant documents and identify potential compliance gaps, documentation deficiencies or deviations requiring review by the Head of Project or responsible specialist function.
- Maintain systematic follow-up of consortium partner contractual deliverables, reporting obligations and required supporting documentation in accordance with partnership agreements and agreed formats and timelines.

- Support the preparation, administration and follow-up of partnership agreements, amendments and related grant documentation in coordination with project management and the responsible WHH functions.
- Maintain clear records of agreed partner roles, deliverables, budgets, reporting requirements and contractual changes and ensure that approved changes are reflected in relevant grant-management documentation.
- Support the consolidation and quality review of narrative and grant-management inputs from WHH teams and consortium partners, checking completeness, consistency and alignment with approved project documents before management review.
- Maintain records of compliance findings, agreed corrective actions and deadlines and systematically follow up their completion.
- Identify potential contractual or compliance risks at an early stage and refer matters requiring interpretation, approval or management action to the Head of Project and the relevant WHH specialist function.

2.2 Duties without own area of responsibility

- Support the Head of Project and Deputy Head of Project in preparing consolidated donor reports, implementation updates, forecasts, amendment documentation and other grant-related submissions.
- Support programme and MEAL colleagues in checking consistency between reported activities, results, indicators and the approved project narrative and logframe.
- Support finance and compliance colleagues in checking consistency between programme implementation information and relevant financial or budget information, without assuming financial approval or accounting responsibilities.
- Support procurement and logistics colleagues by providing relevant donor and grant documentation requirements where required, without exercising procurement authority.
- Support consortium partners and WHH project staff to understand applicable grant-management, documentation, reporting, visibility and compliance requirements.
- Contribute to partner orientation, briefing and capacity strengthening on contractual obligations, documentation standards and compliance requirements identified during implementation.
- Support preparation and documentation of consortium coordination meetings, operational reviews and other processes where contractual commitments, compliance issues or partner obligations require follow-up.
- Support preparation for donor monitoring, internal reviews, audits and other assurance processes by coordinating the availability and organisation of relevant project documentation.

- Contribute to the systematic documentation of decisions, approvals and agreed changes affecting project implementation.
- Coordinate with the appropriate WHH safeguarding, MEAL, finance, procurement, security, data-protection and other specialist functions when compliance matters fall within their respective areas of responsibility.
- Participate in project monitoring visits where grant or compliance follow-up is required and document relevant findings for subsequent action.

2.3 Specific activities and duties of the position / Position specific qualifications

- Maintain a consolidated THRIVE grant and compliance tracker covering WHH and consortium obligations under the EU-funded Action.
- Support the PMU in maintaining consistency between the approved THRIVE Theory of Change, logframe, workplans, implementation arrangements, reporting and contractual documentation.
- Support compliance follow-up across the consortium, including agreed requirements relating to EU procurement, financial management, audit readiness, communication and visibility, safeguarding, accountability and reporting, while referring technical interpretation and approval to the responsible WHH functions.
- Maintain systematic contractual and documentation follow-up with PARTNER, Fresh Studio, Humanity & Inclusion, Village Link and WWF in accordance with their respective partnership arrangements and agreed scopes of work.
- Reflect the revised Ayeyarwady implementation arrangement in relevant grant-management and compliance documentation: WHH directly implements the responsibilities transferred from PARTNER in Kyaiklat, Bogale and Pyapon, while PARTNER retains its agreed implementation responsibilities in Labutta.
- Support the documentation of the transfer of implementation responsibilities from PARTNER to WHH in Kyaiklat, Bogale and Pyapon and ensure that resulting approved changes to responsibilities, deliverables, budgets, workplans and related contractual documentation are systematically recorded and followed up.
- Monitor whether project and partner documentation consistently reflects the agreed division of implementation responsibilities between WHH and PARTNER and flag discrepancies for correction.
- Support grant and compliance arrangements associated with WHH's expanded direct implementation responsibilities in Kyaiklat, Bogale and Pyapon, including appropriate documentation of activities, expenditure-related programme records, procurement interfaces, results and implementation changes.
- Support compliance follow-up for PARTNER's implementation in Labutta, ensuring that agreed contractual deliverables and supporting documentation are submitted and followed up through the appropriate partnership-management mechanisms.

- Support compliance and documentation arrangements for THRIVE's Financial Support to Third Parties (FSTP), including maintaining relevant grant records and tracking required documentation, approvals, reporting and follow-up, while respecting the approval and financial authorities assigned to other functions.
- Support documentation of contractual or implementation changes resulting from adaptive management, including changes arising from access constraints, climate events, implementation restructuring or other significant contextual developments.
- Maintain grant-related records of decisions and actions arising from Consortium Steering Committee meetings, consortium coordination processes and relevant PMU meetings where these affect contractual obligations or approved implementation arrangements.
- Support the timely consolidation and documentation of partner inputs required for THRIVE narrative reporting and other EU contractual submissions.
- Support audit and verification readiness by maintaining organised, traceable and sufficiently complete grant and compliance documentation throughout the project rather than only at reporting or audit stages.
- Contribute to learning across the consortium by identifying recurring compliance or documentation issues and supporting practical improvements to templates, guidance and working processes.

III. Job requirements

Professional / Formal Qualification

- University degree in development studies, international relations, business administration, law, public administration, project management or another relevant field.
- Relevant training in grant management, donor compliance, project-cycle management or EU-funded project management is an advantage.

Professional Experience

- At least 3 years of relevant professional experience in project, grant, compliance, partnership or donor-funded programme administration.
- Practical experience working with institutional donor requirements and contractual documentation.
- Experience with EU-funded grants or comparable institutional donor requirements is strongly desirable.
- Experience working with implementing partners, consortium arrangements or partnership agreements is an advantage.
- Experience supporting donor reporting, audits, compliance reviews or grant monitoring is desirable.

Professional Skills and Competencies

- Good understanding of grant-cycle management, contractual compliance and project documentation.
- Strong organisational skills and ability to maintain accurate, systematic and traceable records across a complex project.
- Ability to review project documentation critically and identify inconsistencies, missing documentation, deadlines and potential compliance risks.
- Ability to work effectively across programme, MEAL, finance, procurement and partnership functions while respecting their respective responsibilities and authority.
- Strong written and verbal communication skills.
- Good analytical and problem-solving skills, with attention to detail.
- Ability to communicate compliance requirements practically and constructively to colleagues and partners.
- Good command of written and spoken English and Myanmar language.
- Good digital skills, including confident use of standard office, document-management and collaborative working tools.
- Basic skills in the responsible use of generative AI tools for professional tasks such as organising information, supporting document review, drafting routine text and improving work efficiency, with appropriate human verification and attention to confidentiality and data protection.

3. Disciplinary Leadership of staff

None

4. Responsibility

- The Project Officer – Grant and Compliance has an own functional area of responsibility for grant administration and compliance follow-up within the project.
- The position may provide functional guidance to WHH project staff and consortium counterparts on agreed grant-management and compliance processes.
- The position has no disciplinary leadership responsibility.
- The position does not independently approve expenditure, procurement, contractual amendments, partner agreements or other matters reserved for authorised WHH functions or management.
- Potential material non-compliance, contractual deviations or matters requiring donor interpretation or approval must be escalated through the Head of Project and the responsible WHH function.

- External or donor representation is undertaken only when specifically delegated.

Please send your application by email to:

 hr.mmr@welthungerhilfe.de

 Application deadline: 18 October (Sunday) COB

Please note that only shortlisted candidates will be contacted for an interview. Welthungerhilfe is an equal opportunity employer and encourages applications from qualified individuals, regardless of gender, ethnicity, or background.

Applications will be reviewed on a rolling basis, and interviews will be conducted accordingly.