



CALL FOR CVs
USAID RESPONSIBLE INVESTMENT AND TRADE ACTIVITY
Grants and Partnership Officer

Job Title: Grants and Partnership Officer
Reports to: ITAF Manager
Location: Yangon, Myanmar
Duration: Full-time contract until June 2025

Activity Background

The USAID Burma Responsible Investment and Trade Activity (the Activity) is a five-year (July 2020 – June 2025) USD 18.7 million activity that works with a broad range of international and domestic private sector firms and civil society actors to promote civilian ownership of the Myanmar economy by increasing the share held by responsible, accountable, and transparent firms. The Activity supports micro and small enterprises, business service organizations, and community support organizations operating in or entering the market in Myanmar to improve corporate governance, business transparency, and competitiveness. It also promotes inclusive economic growth and economic integration, responsible investment, and trade for the benefit of economically marginalized and conflict affected (EMCA) people in Myanmar and empower women to participate in the economy more fully.

The Activity contributes to USAID Burma's Development Objective 2 "Inclusive economic growth strengthened" and Intermediate Result 2.2 "Responsible and transparent private sector expanded." The Activity also contributes to USAID's Private Sector Engagement Strategy, Indo-Pacific Strategy, the Integrated Country Strategy, and efforts to establish an inclusive and representative democracy in Burma.

The Activity's four objectives guide its approach to promoting sustainable livelihoods:

- Facilitate fair and responsible investment and trade in goods and services within Myanmar and with the United States, and other partner countries.
- Improve domestic corporate governance, business transparency, and competitiveness of micro and small enterprises and business and community support organizations.
- Promote economic integration, investment, and trade for the benefit of non-urban people in Myanmar.
- Empower women to participate more in the economy, particularly in the promotion of responsible investment and trade in goods and services.

The Activity takes a facilitative ecosystem-strengthening approach, which fosters partnerships with business advisory services providers, civil societies, microfinance institutions, non-bank financial associations, incubators, accelerators, and other stakeholders to build capacity and catalyze change by facilitating locally driven, sustainable solutions.

Overview of the position

The position's main objective is to administer the Investment and Technical Assistance Facility to meet RITA's technical objectives and outcomes. The position will lead the grant-making and subcontracting process for our work with companies, investors, and business service organizations. Duties may include but are not limited to issuing grants and proposal solicitations, review, award, implementation, compliance, payments, strengthening grantee capacity, and managing the subcontracts to perform as per the agreed scope of work.

Roles and Responsibilities

Under the ITAF Manager's supervision, the Grants and Partnership Officer will have the following main responsibilities:

Grants Management

- Work closely with technical staff in the activity design process, including, but not limited to, supporting the development of solicitations, facilitating the evaluation of grant applications to ensure adherence to grants management policies, and advising on appropriate grant mechanisms. Work with partners to develop grant budget estimates and review for allowability, allocability, reasonableness, consistency, and compliance with USAID and DAI regulations and policies.
- Assess the administrative and financial capacity of grant applicants.
- Ensure proper negotiation of the terms and conditions for grants.
- Draft approval requests for USAID.

- Generate and review all aspects of grant agreements with grantees, including scheduling and facilitating meetings to define roles, responsibilities, and timelines for grantees.
- Serve as the ITAF focal point for grantees. Share information with grantees ensuring cohesion and supporting collaborative engagement. Attending meetings and events hosted by partners. Provide updates to and collaborate with ITAF staff on grant monitoring.
- Monitor and track procurement activities for in-kind grants and delivery status of goods/services.
- Monitor submission of and review grant deliverables. Coordinate with other members of the team for approval.
- Ensure complete backup documentation for cash payments to grantees is submitted to the project's finance team.
- Work with grantees and other ITAF staff to ensure that activities are implemented in accordance with activity design.
- With the grantee, ITAF, and technical staff, solve issues arising during grant implementation.
- Ensure that all grant activities are properly documented from implementation to grant close-down using DAI operations and grant management systems (TAMIS) etc.
- Perform regular spot audits of grant files to ensure completeness, accuracy, and compliance.

Subcontracts Management

- Ensure compliance with all regulations, policies, and procedures in the Field Operations Manual.
- Coordinate drafting scopes of work with the technical staff and draft solicitations.
- Provide orientation sessions to potential subcontractors on RFP, if necessary.
- Coordinate the process of opening and evaluation of proposals.
- Document the entire process of selection of subcontractors.
- Complete subcontractor price reasonability and responsibility determination before issuing contracts.
- Issue and ensure required approvals and coordinate the signing of all subcontracts and their modifications.
- Provide advice to the technical staff on subcontract processes and requirements.
- Conduct periodic audits of subcontractor files (physical, digital, and TAMIS).
- Lead the closing process.

General Responsibilities

- Assist ITAF Manager on grants and subcontract information, progress, data, etc.
- Assist and collaborate in external or internal audits as necessary.
- Other duties as assigned by the supervisor.

Level of Effort, Location, and Reporting

The level of effort is 260 days per year. The employment contract will be on a yearly basis, with possible extensions until the close of the project. The position reports to the ITAF Manager. The position is based in Yangon, with travel to priority RITA states.

Qualifications

- Minimum Experience: bachelor's degree and at least six years of experience; advanced degree preferred with three years' experience in procurement, grants, contracts, and/or partner management.
- At least two years of experience in office administration, record management, administrative and financial procedures, and internal controls or related role.
- Experience working with international donor-funded programs, preferably USAID.
- Good communicator with strong organizational, time management, and analytical skills.
- Ability to juggle competing priorities, meet demanding deadlines and work under pressure.
- Detailed-oriented.
- Advanced MS Excel and computer skills.
- Fluent in English reading, writing, and speaking.

DAI Organization and Values

DAI is a global development company with corporate offices in the United States, the United Kingdom, EU, Nigeria, Pakistan, and Palestine and project operations worldwide. We tackle fundamental social and economic development problems caused by inefficient markets, ineffective governance, and instability. DAI works on the frontlines of global development. Transforming ideas into action—action into impact. We are committed to shaping a more livable world.

DAI and its employees are committed to confronting racism and holding ourselves accountable for positive change within the company and in the communities, cultures, and countries in which we live and work. DAI is committed to attracting and retaining the best employees from all races and backgrounds in our continued effort to become a better development partner.

DAI upholds the highest ethical standards. We are committed to the prevention of sexual exploitation, abuse, and harassment as well as other ethical breaches. All of our positions are therefore subject to stringent vetting and reference checks.

DAI is an equal opportunity/affirmative action employer with a commitment to diversity. DAI does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, veteran status, or other non-merit factors.

Application Instructions

Applicants should submit their CVs via the link below and are encouraged to apply as soon as possible, as interviews will be conducted on a rolling basis. Due to the volume of applications that we receive and the urgency to fill positions, only shortlisted applicants will receive notifications on the next steps.

Please apply here: [Link for Application](#)