

SUBAWARD COORDINATOR

Location: Damascus – Syria

Position Status: Full-time

About Mercy Corps

Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action — helping people triumph over adversity and build stronger communities from within. Now, and for the future.

Program / Department Summary

The Mercy Corps Subaward and Compliance Department supports all financial and compliance aspects of sub-award management and partner engagement. In its role supporting the Syria Program, the Subaward and Compliance Department is responsible for ensuring that subrecipients comply with donor regulations, as well as Mercy Corps' internal policies and procedures.

The department supports the program team in ensuring that financial resources are used efficiently and effectively. It is involved in pre-award and due diligence processes, contracting, financial report support, reviews and approvals, payments, capacity development, compliance reviews and audits, and close-out.

The department is also a key actor in ensuring that the partnership strategy is embedded in programming by providing on-the-job and ad-hoc support to partners on all finance and compliance-related issues. This support aims not only to ensure compliance, but also, importantly, to strengthen the financial and compliance capacity of partners.

General Position Summary

Working within the Subaward and Compliance Department and under the direction of the Multi-Country Senior Finance and Compliance Manager, the Subaward Coordinator will support the financial management and oversight of subawards, ensuring compliance with donor regulations and Mercy Corps policies and procedures. This includes reviewing partner budgets and financial reports, conducting Budget vs. Actual (BvA) analyses, monitoring expenditures, identifying budget variances, and supporting financial reporting and grant compliance.

The Subaward Coordinator will provide technical support to the Subaward and Compliance Department and implementing partners on financial management matters, including partner pre-award financial assessments, budget reviews, financial risk identification, and the development and monitoring of capacity-strengthening plans. The role will also contribute to developing financial management tools, guidance, and training to address identified partner capacity gaps.

The Subaward Coordinator will help strengthen local partners' financial management systems, internal controls, and compliance capacity, promoting accountability, sound financial management, and Mercy Corps' commitment to localization.

Essential Responsibilities

1. Subaward Financial Management

- Review subrecipient budgets and budget revisions to ensure alignment with approved activities, donor requirements, and Mercy Corps policies.
- Monitor subaward financial performance through Budget vs. Actual (BvA) analyses, expenditure reviews, burn-rate monitoring, and identification of budget variances and financial risks; coordinate follow-up actions with Program, Finance, and subrecipients.
- Review partner financial reports and supporting documentation to verify the accuracy, allowability, and appropriate allocation of reported expenditures against approved budgets and applicable donor requirements.
- Conduct initial reviews of subrecipient payment requests and coordinate with Finance and Program teams to facilitate timely payments and resolve outstanding financial issues.
- Prepare cash flow projections in coordination with subrecipients and Program teams to support payment planning and effective cash flow management.
- Monitor the timely submission of partner financial reports and payment requests, follow up on delays, and provide updates to the Subaward Finance and Compliance Manager and relevant management.
- Prepare monthly subaward tracking reports and financial analyses, maintain accurate financial information in Navigator and relevant tracking tools, and provide inputs to overall award monitoring and budget management.
- Support proposal development by providing subaward budget estimates, financial inputs, and relevant information to the Subawards Finance Team.
- Manage the financial aspects of subaward close-out, including expenditure reconciliation, review of outstanding advances and payments, preparation of financial close-out documentation, and follow-up on outstanding financial matters.

2. Grants/Subgrants and Donor Compliance

- Conduct or review subrecipient due diligence, including Pre-Award Assessments, Conflict of Interest Disclosures, and Ineligibility and Compliance Checks, to identify capacity gaps and compliance risks, determine risk levels, and recommend appropriate mitigation measures and special award conditions in coordination with the relevant compliance managers.
- Support the preparation, review, and modification of subaward agreements and related documentation, ensuring that applicable donor requirements and Mercy Corps policies are incorporated and appropriately flowed down to subrecipients.
- Monitor compliance with donor and organizational requirements, including cost eligibility, budget flexibility, procurement, asset management, record retention, financial reporting, and applicable reporting deadlines.
- Identify and follow up on donor approval requirements during subaward implementation, including asset retention and other matters requiring donor authorization, in coordination with Grants, Program, and Finance teams.
- Maintain accurate and up-to-date partner trackers, compliance trackers, and risk mitigation action logs. Review subaward JET reports against partner tracking tools, investigate discrepancies and delays, and provide biweekly updates to the Senior Finance Manager.

- Ensure subaward documentation is complete, accurate, and maintained in accordance with Mercy Corps minimum standards and donor requirements, including agreements, modifications, supporting documentation, approvals, monitoring records, and close-out files. Ensure relevant records are uploaded to Navigator and tracking tools are updated on time.
- Support internal reviews, donor audits, external audits, and other compliance assessments involving Mercy Corps and subrecipients, including tracking audit requirements, coordinating with partners, reviewing audit reports, and following up on findings and corrective actions.
- Research donor rules and regulations and contribute to the development of guidance notes, tools, and procedures for Mercy Corps teams and partners.
- Support the implementation and continuous improvement of the Subawards Manual and related procedures, identifying opportunities to improve financial reporting, payment processing, documentation, and overall subaward management.

3. Capacity Strengthening and Partner Communication

- Support Finance and Program teams in assessing subrecipient capacity development needs and translating assessment findings into practical capacity-strengthening actions.
- Provide guidance, training, and coaching to subrecipients on financial management, budgeting, financial reporting, internal controls, and donor compliance requirements.
- Work with partners to address identified weaknesses in their financial management systems, policies, and procedures, following recommendations from pre-award assessments, monitoring activities, and other reviews.
- Coordinate meetings with subrecipients to discuss financial performance, reporting requirements, compliance issues, and implementation challenges, working with relevant Program, Finance, and Partnership Quality (PaQ) focal points as needed.
- Promote the development of sustainable partner systems and practices that strengthen accountability, financial management capacity, and compliance with Mercy Corps and donor requirements, in support of localization.

4. Team Management

- Foster a collaborative and participatory work environment that promotes mutual respect, accountability, and high performance.
- Communicate expectations, provide constructive feedback, and contribute to regular performance reviews and staff development.
- Support team problem-solving, encourage participation in decision-making, and promote effective coordination across the team.
- Provide guidance and training to team members on subaward financial management, compliance procedures, and related processes.

5. General Responsibilities

- Maintain high standards of professional conduct, confidentiality, integrity, and accountability.
- Represent Mercy Corps professionally and uphold its humanitarian mission, values, policies, and standards of conduct.
- Comply with Mercy Corps policies and procedures, the Code of Conduct, safeguarding standards, and applicable donor requirements.

- Perform other duties and responsibilities as assigned by the supervisor.

Supervisory Responsibility

N/A

Accountability

Reports Directly To: Multi- Country Subaward Compliance Manager

Works Directly With: Members of Operations, Program Managers, and others.

Required Qualifications and Experience

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- **At least 5 years of experience in grant and subaward management**, including budget monitoring, financial compliance, partner oversight, and grant lifecycle management.
- **At least 2 years of financial management experience** within an NGO or international humanitarian organization, including financial reporting, expenditure monitoring, and budget analysis.
- Demonstrated experience managing and monitoring large, complex budgets, including Budget vs. Actual (BvA) analyses, budget variance reviews, expenditure forecasting, cash projections, and the development of corrective actions.
- Proven experience in subaward financial management, including reviewing subrecipient budgets and financial reports, assessing budget revisions, conducting financial reviews and spot checks, and monitoring compliance with donor requirements.
- Strong knowledge of international donor regulations and compliance requirements, particularly those of ECHO, FCDO, USAID, GIZ, UN OCHA, and the French Ministry for Europe and Foreign Affairs (MEAE). Previous experience managing grants funded by these donors is highly desirable.
- Knowledge of nonprofit accounting principles, internal controls, cost eligibility, procurement, asset management, indirect cost recovery, and audit requirements.
- Experience using computerized accounting systems and general ledger software.
- Advanced proficiency in Microsoft Office, particularly Excel, with the ability to analyze financial data and develop budget monitoring and reporting tools.
- Strong analytical, problem-solving, organizational, and prioritization skills, with the ability to manage multiple tasks and meet tight deadlines.
- Excellent written and verbal communication skills, with the ability to coordinate effectively with Finance, Programs, Grants and Contracts teams, and subrecipients.
- Previous management or supervisory experience, including team coordination, coaching, and capacity strengthening, is an asset.
- Excellent written and spoken English is required; proficiency in Arabic is preferred.
- At least three years of experience working in the region, preferably with direct experience supporting the Syria response and a strong understanding of the regional humanitarian context.

- Ability to work effectively with diverse teams in culturally sensitive and challenging operating environments, including previous experience in insecure contexts and willingness to travel to field offices as required.

Success Factors

The successful candidate will demonstrate strong analytical, organizational, and problem-solving skills, with the ability to manage complex budgets, ensure donor compliance, and support effective grant and subaward implementation. They will balance financial oversight and compliance requirements with programmatic needs, communicate effectively with diverse teams and partners, take initiative, and remain accountable for results. The candidate will be able to work independently and collaboratively, prioritize competing demands, meet deadlines, and adapt to challenging operating environments while respecting local laws, customs, and Mercy Corps' policies and values.

Living Conditions / Environmental Conditions

The position is based in Damascus, Syria and it requires up to 40% travel to support country programs, which may include travel to insecure locations where freedom of movement is limited and areas where amenities are limited.

Ongoing Learning

In support of our belief that learning organizations are more effective, efficient and relevant to the communities we serve, we empower all team members to dedicate 5% of their time to learning activities that further their personal and/or professional growth and development

Team Engagement and Effectiveness

Achieving our mission starts with how we build our team and collaborate. By bringing together individuals with a variety of experiences, backgrounds, and perspectives, we strengthen our ability to solve complex challenges and drive innovation. We foster a culture of trust and respect, where every team member is valued for their contributions, empowered to reach their full potential, and motivated to do their best work.

We recognize that building a strong and effective team is an ongoing process, and we remain committed to learning, improving, and growing together.

Equal Employment Opportunity

Mercy Corps is an equal opportunity employer committed to providing equal employment opportunities to all employees and qualified applicants for employment without regard to race, color, sex, sexual orientation, religion or belief, national origin, age, disability, marital status, veteran status, or any other characteristics protected under applicable law.

Safeguarding & Ethics

Mercy Corps is committed to ensuring that all individuals we come into contact with through our work, whether team members, community members, program participants or others, are treated with respect and dignity. We are committed to the core principles regarding prevention of sexual exploitation and abuse laid out by the UN Secretary General and IASC **and have signed on to the Interagency Misconduct Disclosure Scheme**. We will not tolerate child abuse, sexual exploitation, abuse, or harassment by or of our team members. As part of our commitment to a safe and inclusive work environment, team members are expected to conduct themselves in a professional manner, respect local laws and customs, and to adhere to Mercy Corps Code of Conduct Policies and values at all times. Team members are required to complete mandatory Code of Conduct elearning courses upon hire and on an annual basis.

As an applicant, if you witness or experience any form of sexual misconduct during the recruitment process, please report this to Mercy Corps Integrity Hotline (integrityhotline@mercy Corps.org).

الصون و الأخلاق

ميرسي كور تلتزم بضمان المعاملة اللائقة واحترام جميع الأفراد اللذين نتواصل معهم من خلال عملنا، سواء كانوا أعضاء الفريق أو أعضاء المجتمع أو المشاركين في البرامج أو غيرهم. نحن ملتزمون بالمبادئ الرئيسية المتعلقة بمنع الاستغلال والإساءة الجنسية التي نظام الإفصاح المتبادل بين وقد وقعنا على (IASC) وضعها الأمين العام للأمم المتحدة واللجنة الدائمة للتنسيق بين الوكالات الإنسانية حالة السلوك الغير اللائق. عند التقديم لهذا الدور، يؤكد المتقدم أنه لم ينتهك في السابق سياسة السلوك الجنسي، الجهات الفاعلة في والاستغلال والإساءة جنسية، صون الأطفال، أو الاتجار بالبشر لأي جهة عمل. ميرسي كور لن تتسامح مع إساءة معاملة الأطفال أو الاستغلال الجنسي أو الإساءة أو التحرش من قبل أو بسبب أعضاء فريقنا. كجزء من التزامنا تجاه توفير بيئة عمل آمنة وشاملة، من بسياسات وقيم مدونة قواعد السلوك المتوقع أن يتصرف أعضاء الفريق بطريقة مهنية، تحترم القوانين والعادات المحلية. والالتزام في جميع الأوقات. كما يتطلب من جميع أعضاء الفريق إكمال دورات التعليم الإلكتروني الإلزامية لقواعد الخاصة بمنظمة ميرسي كور السلوك عند التوظيف وذلك بشكل سنوي.

كمقدم للوظيفة، إذا كنت قد شهدت أو تعرضت لأي نوع من أنواع السلوك الجنسي الغير لائق خلال عملية التوظيف، يرجى الإبلاغ عن ذلك إلى خط النزاهة في منظمة ميرسي كور (integrityhotline@mercy Corps.org).

RECRUITMENT SCAMS & FRAUD WARNING

Mercy Corps has become aware of scams involving false job offers. Please be advised:

Recruiters will never ask for a fee during any stage of the recruitment process.

Please report any suspicious communications to ((integrityhotline@mercy Corps.org))

Personal Consent:

The organization collects your personal data for the purposes of managing the organization's recruitment related activities as well as for organizational planning purposes globally. Consequently, the organization may use your personal data in relation to the evaluation and selection of applicants including, for example, setting up and conducting interviews and tests, evaluating and assessing the results thereto and as is otherwise needed in the recruitment processes including the final recruitment.

The organization is an international organization consisting of multiple affiliated companies in various countries. The organization has international sites and uses resources located throughout the world. Your data may be held on secure platforms globally, including outside of the EU. All personal data whether relating to recruitment or employment, is held on a secure platform and system which is subject to regular testing and audit. Unless stated in the job description that the post involves other organizations with which the information will be shared as part of the recruitment process, your personal data will only be shared with third parties where consent is given.

The organization participates in the Inter-Agency Misconduct Disclosure Scheme (the "Scheme") (www.schr.info/the-misconduct-disclosure-scheme). Accordingly, we request information from a job applicant's previous employer(s) about any investigations which found that the applicant committed sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents of



misconduct under investigation when the applicant left employment. By applying, you confirm your consent to the organization collecting your prior employment history under the Scheme as part of the application process. Your data will be stored for up to four years.

Important Notice: Mercy Corps never charges candidates any fees at any stage of the recruitment process. If you are asked to make a payment for a job opportunity claiming to be from Mercy Corps, it is a scam.

All official communication from Mercy Corps will come from an **@mercy Corps.org** email address. We do not contact candidates via Gmail, Yahoo, WhatsApp, or other unofficial channels.

If you receive a suspicious job offer, please report it to us immediately.

HOW TO APPLY:

Interested candidates can follow the link below to fill in their information and attach CVs not later than **October 28, 2026:**

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Organization reserves the right to accept or reject any or all CV(s) without assigning any reason.

Only short-listed candidates will be contacted for the interview.