



## Vacancy Announcement

### **Job Description:**

**Company:** International Medical Corps.

**Job Title:** Grants Officer.

**Contract type:** Full Time.

**Duty Station:** Main Office(Damascus).

**Number of Vacancies:** 1.

**Application Closing Date:** February 24,2026, 4:00PM.

### **JOB SUMMARY:**

The Grants Officer works closely with the Grants team and will be the focal point for donor reporting and other ad-hoc reports and communication tools used for both internal and external dissemination of information. This position works in close coordination with the Program and MEAL teams, and liaises with the HQ Departments, especially the Grants and Contracts Management department.

To perform this job successfully, an individual must be able to perform each essential function with or without reasonable accommodation.

### **MAIN TASKS AND RESPONSABILITIES:**

#### **Program Development**

Support the program teams in the development of narrative internal and external reporting, working closely with the Program Managers, Technical Advisors, Finance team, Operations team and the MEAL team in ensuring reports, both narrative and financial are compliant to awards requirements, are of high quality, and are submitted on time.

#### **Grants Administration**

- ❖ Organize and support in grant kick off meetings
- ❖ Participate in and support grant review meetings (monthly, mid-term, final evaluations etc.)
- ❖ In coordination with the Grants Coordinator, tracks program progress on a monthly/quarterly basis
- ❖ Under direction of the Grants Coordinator, Support collecting information for proposal development, donor information requests, coordinating inputs from relevant staff
- ❖ Serve as a main point of contact for maintaining grants filing system for all country grants, including agreements, proposals, revisions, reports, etc.
- ❖ In coordination with GCM HQ PoC provide guidance on award regulations to ensure compliance with both donor and IMC internal terms and conditions, including: notifications, prior approvals, deliverables, and reports.
- ❖ Under direction of the Grants Coordinator, work with all team leads to further support projects are meeting specific provisions of grants and cross-cutting issues as per approved project documents (e.g. do no harm, gender mainstreaming, conflict sensitivity etc.)

#### **Awards Reporting and M/E Support Tasks:**

- ❖ In coordination with MEAL department, support program team and local partners in meeting reporting requirements
- ❖ Manage information for regular situation analysis (security, political, media, from other agencies/actors), regarding humanitarian needs and data collection from program activities.
- ❖ Maintain a donor reporting schedule and share with relevant staff on a timely basis

- ❖ Coordinate the preparation and submission of all donor reports by facilitating the compilation of field level information, writing and editing as needed, and ensuring technical input from relevant departments is received in timely fashion
- ❖ Produce high quality monthly, quarterly, and final internal and external reports after collecting and analyzing relevant information from M/E Officers, program teams and supported facilities (as needed)
- ❖ In coordination with the Grants Coordinator, gather and analyze information about donor responses to reporting guidelines, trends and preferences in reporting and disseminate this information to the relevant staff
- ❖ Contribute to documentation of lessons learnt and best practices for the country mission;
- ❖ In coordination with the Grants Coordinator, periodically monitor the donor reporting processes and document challenges encountered and recommendations for improvement;
- ❖ Participate in capacity building plans on reporting to the teams involved in reporting;
- ❖ Work with the Communications Manager to develop communication tools (for internal and external use), including maps, case studies, and infographics, to present information relating to programs and its impact/results
- ❖ Responsible for regularly updating IMC's program updates and contingency stock information into Activity Info.

**Internal/External Coordination:**

- ❖ Coordinate with sub-grantees and the subgrants manager at the field level to support quality reporting
- ❖ Support information flow from the field, regionally and with headquarters

Perform other duties as assigned. The duties and responsibilities listed in this document are representative of the nature and level of work assigned and not necessarily all inclusive.

**MINIMUM QUALIFICATIONS:**

- Typically, a bachelor's degree in development studies, economics, sociology and political science, or any relevant field. An equivalent combination of relevant education and experience may be substituted as appropriate.
- Typically, 2+ years of relevant experience working in a similar role in an INGO.
- Significant experience of working internationally in humanitarian program
- Experience in project management and project cycle management, including project design, implementation and evaluation
- Strong research and report/drafting skills;
- Proven ability to operate in a challenging and dynamic environment; good grasp of local cultural norms, issues and concepts;
- In-depth understanding of political, social and economic issues in the region;
- Ability to develop clear goals and identify priority activities and assignments;
- Proficiency in computer applications including internet, social science statistical applications, word processing, spreadsheets and database;
- Ability to establish and maintain effective working relations with colleagues and others in a team environment and with people of diverse backgrounds, cultures and nationalities;
- Proven critical thinking, creativity, innovative, analytical and drafting skills
- Good understanding of donor compliance and reporting mechanisms and requirements, especially USAID/BHA, the European Commission, Global Affairs Canada, and UNOCHA.
- Good understanding of monitoring and evaluation mechanisms
- Ability to work well under pressure and work within deadlines
- Written and spoken fluency in English.

✓ **Salary and Benefits:**

- As Per IMC Salary Scale.
- Social Security.
- Medical Insurance.
- Life Insurance

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction. If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website for reporting misconduct: [www.InternationalMedicalCorps.ethicspoint.com](http://www.InternationalMedicalCorps.ethicspoint.com).

Please do not submit your CV or application to this website; it will not be considered for review.

- WOMEN ARE STRONGLY ENCOURAGED TO APPLY.

- This position is urgently required, and recruitment will be conducted on a rolling basis. Interested candidates are encouraged to apply as soon as possible, as the vacancy may be filled before the closing date.

✓ **Code of Conduct:**

As applicable to this position, an individual must promote and encourage a culture of compliance and ethics throughout the organization and maintain a clear understanding of International Medical Corps&amp;amp;amp;amp;amp;amp;amp;rsquo; and donor compliance and ethics standards and adheres to those standards. Staff are also responsible for preventing violations to our Code of Conduct and Ethics, which may involve Conflicts of Interest, Fraud, Corruption or Harassment. If you see, hear or are made aware of any violations to the Code of Conduct and Ethics or Safeguarding Policy, you have an obligation to report.

✓ **Safeguarding:**

It is all staff shared responsibility and obligation to safeguard and protect populations with whom we work, including adults who may be particularly vulnerable and children. This includes safeguarding from the following conduct by our staff or partners: sexual exploitation and abuse; exploitation, neglect, or abuse of children, adults at risk, or LGBTI individuals; and any form of trafficking in persons.

✓ **About us**

Humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs.

International Medical Corps is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or status.

➤ **Note: If the required number of applicants is met, the link may be closed before the end of the time given for the advertisement.**

To apply for this vacancy please click on the following link and fill in the required information:

**Grants Officer-Main Office Damascus-GO24022026**

Alternatively, scan the following QR code by your mobile camera:

