



Grants Coordinator

Full-time · Syria

Objective of the Job

To ensure efficient and effective grants management for War Child's Syria and Jordan Response office. This involves managing a streamlined grants management system, ensuring compliance with donor requirements, and maintaining accurate documentation. The role includes overseeing grant implementation progress, monitoring budget utilization, and supporting finance and program teams. The Grants Coordinator will support in the due diligence processes and ensure compliance with donors and organisational requirements at several levels of the grant life (implementation, reporting). They also play a key role in fundraising, donor engagement, reporting, information management, adherence to grant management policies, and implementing partners assessments.

Position within the organisation

The Grants Coordinator is part of the Programme Quality and Development (PQD) department, reporting to the Resource Mobilisation & Grants Manager.

Result Areas

Grants Management and Reporting

- Maintain grants management system, including templates, tools, and processes to help facilitate effective grant administration throughout the project management cycle.
- Monitor and track grant implementation progress, ensuring compliance with donor requirements and project objectives. Raise challenges in a timely manner and propose appropriate solutions. Support due diligence processes as requested by donors and TPM.
- Coordinate internal finalisation of grant agreements and contracts with donors, including providing feedback, coordinating internal review and approval processes.
- Coordinate and support the PM /AM in the preparation of requests for amendments to existing grant agreements (such as cost/no-cost extensions or budget revisions).

- Collaborate with program and finance teams to review grant agreements/contracts, facilitate internal approvals across different levels of the organization, and coordinate the Budget vs Actuals (BvA) and Budget Follow-Up (BFU) process.
- Utilize and enhance a report tracker system to manage and track the report writing and review processes, following donor regulations and internal procedures. This includes establishing timelines, providing instructions, and coordinating timely input submissions from all colleagues involved.
- Review and revise the consolidated drafts submitted by project managers, and suggest improvements where needed to ensure compliance with donor regulations and quality standards.
- Contribute towards drafting of internal reports concerning grants management in the WCAF Syria and Jordan Response.
- Ensure harmonisation of reporting templates and frameworks, in line with internal processes and donor regulations.
- Support the development and roll-out of grants management
- Facilitate effective project cycle management, especially for multi-hub
- projects.
- Lead quality-control requests for contractual amendments, such (no) cost

Donor Engagement

- Support the Grant Manager in building and maintaining relationships with institutional donors, UN agencies, foundations, and other funding partners.
- Coordinate donor visits, briefings, and field missions in Syria.
- Assist in the preparation of donor presentations, fact sheets, and updates.
- Support the update of the donor engagement plan.

Fundraising & Resource Mobilization

- Identify funding opportunities in line with the Syria Country Strategy and WCA's global priorities.
- Support the preparation of high-quality concept notes and proposals in coordination with the Grant Manager, finance team, and technical coordinators.
- Maintain an updated funding pipeline and donor mapping for Syria.

- Monitor donor strategies, funding trends, and calls for proposals relevant to WCA Syria.
- Develop and maintain effective relationships with current donors, including regular communication, reporting, and donor stewardship activities.

Information management

- Maintain an up-to-date grants database with accurate and complete information on ongoing grants, funding status, and reporting requirements, using appropriate tools and online applications.
- Manage platforms related to internal and activities, such as Salesforce and SharePoint, ensuring effective coordination and communication.
- Actively liaise with regional and HQ level grants management counterparts ('2PG department'), ensuring that all Proposals and Reports are filed correctly.
- Oversee and maintain the grants/project filing system, both online and offline, to ensure adherence by all staff to agreed filing guidelines and practices. Take responsibility for the management, organization, and filing of grants-related documents in the project's document management system, including agreements, reports, and communication with donors.

Partners

- Contribute to capacity and due diligence assessments of (prospective) WCH implementing partners.
- Support in development and delivery of training sessions as needed on grant management best practices, both internally for staff members and externally for partners. Lead the review and approval process for Project Funding Agreements (including in Rafiki), ensuring compliance with donor requirements and organizational standards.
- Collaborate closely with program and finance teams or partners to address donor queries, ensuring compliance with donor guidelines.
- Proactively communicate donor requirements and deadlines to internal stakeholders, facilitating effective coordination and timely responses to donor requests.
- Document and share lessons learned and best practices from programme implementation across the organization to enhance grant management capabilities.

- Coordinate with program and finance on PFA signature and archiving.
- On ad-hoc/needs basis, contribute to training or other capacity development initiatives
- for partner organisations in the area of resource mobilisation / proposal writing.

Additional job responsibilities

The listed duties and responsibilities are not exhaustive, and the post holder may be required to undertake additional duties as reasonable in relation to their skills and experience.

Your profile

Knowledge and Experience

- Bachelor's Degree in social sciences or related field
- At least 5 years of relevant experience.
- Experience with programme or project/grants management cycle (securing funding, donor management, reporting).
- Experience in compliance and contracting.
- Understanding of the Humanitarian sector, particularly for the Syrian context.
- Experience of grant applications and programme design, assessing project progress and performance measurement would be preferable.
- Experience in proposal and report writing, training and capacity building.
- Previous experience working with children/refugees/vulnerable populations

Skills and Competencies

- Strong communication skills in both English and Arabic, verbal and written. Basic Kurdish would be desirable. Skilled at writing and planning with excellent presentation skills.
- Attention to detail with strong follow-up.
- Analytical thinking and problem solving.
- Technology proficiency: Familiarity with grants management software (Salesforce, CRM), SharePoint, Teams and MS Office Suite
- Team oriented, with ability to work efficiently independently.

- Organised approach and effective time management; able to prioritise work and meet deadlines.
- Able to juggle competing responsibilities
- Ability to build and maintain strong relationships with key stakeholders.
- Ability to determine informational needs, collect and analyse information.
- Cultural sensitivity.

What we offer

- **Location :**The position will be based in Damascus with field visits.
- **Professional Development:** Opportunities for capacity building and growth, both within the role and through War Child's broader network.
- **Meaningful Impact:** The chance to make a tangible difference in the lives of children and families affected by conflict, contributing to long-term, sustainable change.
- **Equal Opportunities:** War Child is an inclusive employer committed to diversity and inclusion, respecting all individuals regardless of age, gender, religion, ethnicity, nationality, or physical ability.
- **Workplace Culture:** War Child is dedicated to fostering a diverse, inclusive, and respectful workplace that prioritizes safety and fairness for all individuals. We strictly prohibit any form of discrimination, harassment, retaliation, or bullying within our organization

Why You Should Apply

- **Make a Real Impact:** Your work will directly contribute to providing quality education to children who need it most, creating lasting change in their lives.
- **Career Growth:** Join a dynamic organization that values your professional development and offers opportunities for learning, growth, and innovation.
- **Collaborative and Mission-Driven:** Work alongside passionate colleagues and partners united in a mission to protect children and help them thrive despite adversity.

How to Apply

Qualified candidates are encouraged to submit their applications by **October 7, 2025** using this link [Apply for this job](#). We are reviewing submissions on a rolling basis, so early

applications are strongly recommended.

By submitting your application you certify that all of the statements made in your application are true, complete, and correct and are made in good faith. You understand that falsifying, misrepresenting or intentionally withholding information will be grounds for rejection of your application or withdrawal of any offer of appointment or, if an appointment offer has been accepted, this will be ground for employment sanctions, such as, but not limited to, instant dismissal. In addition, you understand that you need to submit a Criminal Record Certificate and that, if you fail to submit it, no employment relationship can be established.

War Child is an international organisation, and we are committed to be a diverse and inclusive employer, placing human and child rights at the centre of our existence and work. We hire our new colleagues based on their talents, competences and shared values; we do not distinguish them based on their age, gender and gender identity, race, color, ethnicity, religion, culture, sexual orientation, disability etc.

The safety of children and youth is a paramount and essential to War Child's work. War Child has a zero tolerance policy towards any form of abuse. To prevent placing children and youth at any risk this subject is addressed in our recruitment and selection procedures. Moreover, the accepted candidates will be required to state their commitment/ intent to be aware, consider and adhere to the minimum standards applicable in development and humanitarian settings, such as humanitarian values and principles, Sphere Humanitarian Charter, Standards in the Humanitarian Standards Partnership, Core Humanitarian Standard, International Humanitarian Law, Code of Conduct for the International Red Cross and Red Crescent Movement and Non-Governmental Organizations (NGOs) in Disaster Relief and IASC Six Core Principles Relating to Sexual Exploitation and Abuse.

Disclaimer

- *Only applications received via our website are processed.*
- *If we appoint a suitable candidate before the given closing date, we reserve the right to remove the vacancy from our website before that date. In such a case, any responses received after that time are not processed.*
- *It could be that during our selection process the closing date for the vacancy is extended. If so, and you have not yet heard from us, your application will remain active.*

About us

The War Child Alliance is an international non-governmental organization committed to providing psychosocial support, child protection, youth empowerment programming and quality education to the children affected by armed conflict. We implement evidence-based interventions to empower key stakeholders—including governments, educators, caregivers, and communities—to foster children's wellbeing, education, and self-determination. We work with global teams with team members being based in different locations. War Child is currently operates in: Afghanistan, the Central African Republic, Colombia, DR Congo, Germany, Jordan, Lebanon, the occupied Palestinian territory, South Sudan, Sweden, Syria, Uganda, Ukraine (soon to be registered), and Yemen. We also have offices in the Netherlands and the United Kingdom.

Learn more about War Child and our programmes <https://www.warchild.net/>

Safeguarding and Integrity

*Our work with children and at-risk adults to keep them safe is the most important thing we do. We are committed to the safeguarding of children and vulnerable adults in all areas of our work. We have **zero tolerance** for any behaviours and practices that puts children and/or vulnerable adults at risk of abuse and/or harm. All (prospective) employees will be expected to be compliant with and sign up to our Child Safeguarding policy, our Code of Conduct and PSEA: Adults at Risk Policy. You can find the Child Safeguarding and Adults at Risk policy here: [Integrity & Safeguarding - Home](#)*

Justice, Equity, Diversity and Inclusion (JEDI) and Belonging (DEIB)

*We value diversity and inclusion and are committed to ensuring that all our people and job applicants are treated fairly, irrespective of where, what or whom they were born, or of other characteristics. We want to offer a safe and inclusive workplace where all our people, especially those who are currently marginalised or underrepresented, can be themselves at work. You can read our **Justice, Equity, Diversity and Inclusion (JEDI) and Belonging (DEIB)** policy on our website, and if you have any questions about our commitment to **Justice, Equity, Diversity and Inclusion (JEDI) and Belonging (DEIB)** do get in touch: DEIB.team@warchild.net*