Job Description and Person Profile

Background

Turquoise Mountain is a British charity that was founded in 2006. We believe artisanal heritage matters and has the power to transform lives. We support artisans to thrive and to revitalise traditions in regions of the world where artisanal heritage is endangered, and to connect people through heritage.

Turquoise Mountain is a fast-growing organisation. Turquoise Mountain has grown from its initial office in Afghanistan to offices in Afghanistan, Myanmar, Saudi Arabia, and the Levant (Jordan and Bethlehem), and has over 400 international and local staff members worldwide. In addition, we work with thousands of artisans and varied beneficiary communities. Each operating environment is unique; our offices operate at different levels of funding, scale, maturity and face their own challenges.

Turquoise Mountain currently has active grants across the Afghan built heritage and artisan sectors with a strong focus on the carpet sectors with donors including USAID, the British Council Cultural Protection Fund, ALIPH, and the Qatar Fund for Development.
# Job Description

## Job Title
Grants & Reporting Manager

## Department
Afghanistan

## Location
Kabul / Hybrid role

## Reports to (Line Manager)
Deputy Country Director / Head of Programmes

## Job Purpose Summary
The role of the Grants and Reporting Manager is to lead on coordinating all grants and reports for donors, including coordinating with the finance and M&E teams, and for Turquoise Mountain’s Board of Trustees, as well as other internal reports. The role will report to the Deputy Country Director / Head of Programmes and will also support the Country Director and international team on the development of donor relations and of proposals for donors.

## Key Responsibilities and Accountabilities

### Grants Coordination & Reporting
1. Support the Head of Programmes and relevant teams to ensure that all contractual donor obligations in respect to reporting and visibility are met.
2. Coordinate with any implementing partners (IPs) on the development and signing of any grant agreements and ensure IPs report on their project activities in a timely manner.
3. Oversee the development of high-quality donor reports and ensure they are submitted in a timely manner. This will involve the collection and interpretation of data relevant to the reports and coordinating closely, where necessary, with other departments.
4. Work closely with Head of Programmes and Finance Manager to further develop TM’s project reporting schedules to ensure timely submission of donor reports, financial payment requests and disbursements to implementing partners.
5. Respond quickly and professionally to any ad hoc donor requests.
6. Ensure all project plans, contract and project documents (hard and soft copies) are filed in a proper manner.
7. Support in submissions for audits and M&E activities as needed.

### Fundraising & Donor Relations
1. Develop a clear understanding of the donor landscape in Afghanistan through desk research and meetings and ensure that the Country Director, Deputy Country Director and COO are aware of any relevant funding opportunities/call for proposals that Turquoise Mountain may wish to pursue.
2. Contribute strategically and practically to Turquoise Mountain’s efforts to build partnerships with donors and other partners in the Afghan artisanal sector.
3. Support development and submission of fundraising proposals, including any assessments that might be necessary.
Cross-working Relationships

1. Donor Finance Technical Lead (USA-based)
2. Finance Manager, Afghanistan
3. Senior Finance Manager (UK-based)
4. Global MEAL Manager (Lebanon-based)
5. Global Communications Manager (location TBC)
6. Chief of Operations (Netherlands-based) - on fundraising and donor relations

This list is not exhaustive, and other duties may be required as determined by the needs of the organisation.

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Professional approach:
Constructive and collegiate style that contributes to team harmony and builds community.

Personal attributes:
Must be willing to travel to all areas of our operations in Afghanistan – Kabul, Bamiyan, Balkh, Jawzjan, and other locations within Afghanistan, as well as occasional travel outside of Afghanistan.
Must have the ability, experience, and judgement to work autonomously where required.

Specific job skills and experience:

**Essential**

Significant field experience in international or development sector preferably with a focus on the artisan and heritage sector.
Extensive experience in grants management, reporting, fundraising and partnerships-related communications.
Previous work experience in Afghanistan or Central Asia/Middle East/South Asia.
Experience of building personal networks at a senior level, resulting in securing new opportunities for the organization.
Able to form relationships and connect with stakeholders both remotely and in-person.

**Desirable**

Previous experience of working with large donors such as USAID is an advantage.
### Digital skills and experience:
Confident user of MS Office applications including Word, PowerPoint, SharePoint, Outlook, Teams.
Expert user of Excel.

### Literacy, Numeracy and Language skills:
Must have exceptional communication skills.
Must have exceptional attention to detail and be able to identify queries or errors in large and complex data.

**Excellent level of international standard spoken and written English with exceptional reporting skills.**
The ability to communicate with stakeholders at all levels of the organisation is essential.
A competency in Dari, or a proven record in fast language acquisition, is a significant advantage.

### Management Abilities:
Although this role does not require any direct line management, the post-holder will be expected to manage project teams and operate within a matrix management structure when working on specific projects. Therefore, experience of managing dispersed teams is essential.

### Remuneration:
Monthly remuneration circa $5,000 USD.
Appropriate travel/housing support provided.

Candidates should submit their covering letter and C.V. to: vacancy@turquoisemountain.org. In the subject line of the e-mail, please mention – Grants and Reporting Manager + your last name.

Kindly combine covering letter and C.V. as one pdf document and avoid sending us certificates and other large sized documents.