

**Grants Coordinator**

Advert – Insert month and year

* **Do you want to do work that really matters? Help us end avoidable blindness**
* **Full time role based In** **Da Nang, Vietnam (Flexible work from home arrangements available)**
* **Closing Date: Monday, 28th July 2025**

**ABOUT THE FRED HOLLOWS FOUNDATION**

The Fred Hollows Foundation is an international development organisation working to prevent blindness and restore sight. We continue to carry on the legacy of Professor Fred Hollows, who believed every person had the right to quality eye care, no matter where they live. The Foundation is known around the world as an organisation that works with purpose and determination. With a reputation for excellence, we are well known for making change happen.

The Foundation has grown to work in more than 25+ countries throughout Africa, South Asia, Southeast Asia, the Middle East and the Pacific, as well as Australia. The Foundation has restored sight to more than 3 million people worldwide. We have an ambitious five-year strategic plan that aims to take us even closer to realising our vision of a world in which no person is needlessly blind, or vision impaired and Indigenous Australians exercise their right to sight and good health. To find out more about our work, please visit our website <https://www.hollows.org>

**THE OPPORTUNITY**

The Grants Coordinator is accountable for supporting the grants management and administration, donor engagement, and successful delivery of all the institutional donor-funded grants and projects predominantly in the Foundations work in Asia in line with The Foundation’s strategic framework.

**KEY RESPONSIBILITIES**

* Provide ongoing grants management support for assigned grants, through coordination with country teams, to ensure all donor reports and deliverables are submitted in accordance and compliance with the contract and cascaded to downstream partners through partner contract reviews.
* Support the completion and submission of periodic donor narrative and financial reports.
* Ensure all contractual and project implementation documentation for assigned grants is updated and maintained throughout the life of the project and contribute to the ongoing monitoring and strengthening of compliance with donor requirements, in line with the broader grants management work plan.
* Support the creation, systemisation, maintenance and management of systems and processes relating to the grants, partnerships and sub-grant agreements (including tracking sheets and filing systems)
* Coordinate the inception phase of new grants – including contract review, compliance checklists, reporting templates and schedules, and inception workshops.
* Work with the country programs in realignments and grants modification processes; supporting grants close out, as needed.
* Support internal narrative, business development initiatives and financial reporting requirements.
* Support in capacity building for country programs’ teams on donor compliance, report writing, project and budget monitoring, record keeping, and grants management. Contribute to the wider Grant Management team and Scaling Impact team meetings and work plans.

**WHAT YOU’LL NEED TO SUCCEED**

* Bachelor's degree in international development, Public Health or a related field.
* A minimum of four to five years of experience managing grants from multiple donors within the international development sector.
* Strong previous experience working with an International non-governmental organizations in the area of programs development, grants management, and/or project management
* Previous project and grant management experience with major institutional donors such as DFAT, USAID, EU etc.
* Experience working on international development projects with INGOs or similar organisations.
* Knowledge of donor contracts and agreements.
* Excellent English written and verbal communication skills
* Highly proficient in Microsoft Office Suite, especially Word, Excel, and Power-point.
* Experience in providing administrative and coordination support to teams.
* Demonstrated capacity to work effectively in cross cultural / mixed language environments.
* Availability to travel 3-4 times per year within the region as required.

**How we recognise your contribution**

Through our internal programs and employee benefits we aim to create an environment where you will feel supported and empowered.  Whether your focus is on continuous learning, professional development or finding an environment which enables you to thrive while balancing family or personal commitments, we have a range of programs in place to support you.

[To find out more about our benefits click here](https://www.hollows.org/au/careers)

**APPLICATIONS**

Please apply directly using the "Apply" button. Your application should include a CV and, preferably, a cover letter that outlines your interest in the role and addresses the key criteria listed in the “Key Responsibilities”, and “What you need to succeed” sections of the advertisement.

**Applications Close:** **Monday, 28th July 2025**

*The Fred Hollows Foundation is committed to ensuring our projects and activities are implemented in a safe and productive environment that prevents harm and avoids impacting the health and safety of all people, particularly children, vulnerable people and disadvantaged groups. Applicants are advised that The Foundation reserves the right to conduct police checks and other screening procedures to ensure we maintain and promote a child safe environment.*

***Please be advised:***

1. Fred Hollows Foundation will never ask for a fee during any stage of the recruitment process.
2. All active roles are advertised directly on our website [here](http://www.hollows.org/au/careers/current-vacancies).
3. Please note we will not be accepting CV’s via agencies for this role.