

Terms of Reference

I. Position Information

Job Code Title: Senior Grants Officer
 Pre-classified Grade: L - 5
 Supervisor: Senior Grants Manager, Grants Management Unit (GMU)

II. Organizational Context

KEMITRAAN Partnership for Governance Reform is a nationally anchored organization accredited as a National Implementing Entity (NIE) under the Adaptation Fund (AF) and as a Direct Access Entity (DAE) under the Green Climate Fund (GCF). These accreditations position KEMITRAAN to directly access and manage climate adaptation finance in support of Indonesia's national priorities, including the National Adaptation Plan (NAP), Enhanced Nationally Determined Contributions (ENDC), and the Sustainable Development Goals (SDGs).

To operationalize its fiduciary, programmatic, and reporting responsibilities under AF and GCF mandates, KEMITRAAN has established a dedicated Grants Management Unit (GMU). The GMU serves as the institutional backbone for managing the full grant lifecycle—from dissemination of information of the funding to prospective grantees, support to prospective grantees to be able to access the grants, concept note and proposal development and fund disbursement, to monitoring, evaluation, reporting and learning. It ensures compliance with international fiduciary standards, promotes country ownership, and strengthens institutional capacity for inclusive and transformative climate adaptation.

The Senior Grants Officer support the GMU's Senior Grants Manager in strengthening fiduciary systems and ensuring the efficient, transparent, and accountable delivery of climate finance under AF and GCF modalities. The role focuses on overall grants management with the donors and grantees or partners.

In collaboration with the GMU team, The Senior Grants Officer contributes to embedding gender equality and social inclusion (GESI) across grant management and operations. This includes integrating inclusive principles into fiduciary workflows, procurement systems, and reporting frameworks, in accordance with AF/GCF gender policies and Environmental and Social Safeguards (ESS). The role supports institutional practices that promote equitable access, participation, and benefit-sharing for vulnerable groups, including women, Indigenous peoples, and marginalized communities.

Under the guidance and direct supervision of the Senior Grants Manager who leads the GMU within the Environment and Sustainable Governance (ESG) Program Directorate, the Senior Grants Officer plays a key role in operationalizing all grant management aspects of grantmaking and supporting institutional positioning for sustained access to climate finance.

III. Functions / Key Results Expected

1. Socialization to prospective grantgrantees on AF & GCF operations procedures and requirements.
2. Administrative oversight and compliance
3. Grantees management and monitoring
4. Capacity development for grantees

1. Socialization to prospective grantgrantees on AF & GCF operations procedures and requirements

- ☐ Obtain updated, comprehensive knowledge on AF & GCF operations procedures and requirements.
- ☐ Develop socialization materials on AF & GCF operations procedures and requirements, that are easily understood by prospective grantgrantees.
- ☐ Work with the assigned communications/social media specialists to develop socialization e-learning, and make sure that the e-learning is utilized and effective.
- ☐ Conduct socialization activities, as needed.
- ☐ Ensure that grantgrantees fully understand AF & GCF operations procedures and requirements and are able to implement them successfully.

2. Administrative oversight and compliance

- ☐ Administrative analysis and assessment of the project activities.
- ☐ Assist with preparation and review of plans, performance reports, project proposals (narrative and budget), medium term and long-term planning.
- ☐ Verify supporting documents before approval.
- ☐ Develop compliance checklists for each grant.
- ☐ Follow up on audit findings with corrective action plans.
- ☐ Maintain a secure, well-organized financial documentation system for compliance reviews.
- ☐ Supporting due diligence and onboarding of grantees (fiduciary checks, MoUs, contracts)
- ☐ Liaise with other relevant departments/functions or units to ensure donor-compliant workflows and documentation.
- ☐ Support internal and external audit processes, including risk register maintenance and
- ☐ audit trail documentation.

3. Grantees Management and Monitoring

- ☐ Operate and maintain ERP-based grant tracking and reporting systems.
- ☐ Ensure interoperability with AF/GCF portals and operational systems.
- ☐ Support development and rollout of standardized reporting templates, SOPs, and relevant tools.
- ☐ Integrate metadata tagging and version control into grant financial records.
- ☐ Documentation and archiving for project closeout.
- ☐ Ensure fiduciary and procurement systems integrate inclusive practices and comply with AF/GCF gender policies and ESS standards.
- ☐ Promote equitable access and participation in grant management processes.
- ☐ Support documentation of inclusive grant management practices and lessons learned.

5. Capacity development for grantees

- ☐ Facilitate training on fiduciary systems, procurement procedures, and donor compliance.
- ☐ Provide inputs to re-accreditation documentation and institutional manuals.
- ☐ Support the development and implementation of building operational management capacities for grantees.
- ☐ Facilitate capacity building and expert knowledge in operations, administration and control.
- ☐ Deliver short training sessions on donor compliance.

IV. Impact of Results

The key results contribute to institutional strength, donor confidence, and climate finance delivery:

- ☐ Improved transparency and accountability, enabling Kemitraan to successfully meet AF/GCF fiduciary benchmarks and reduce audit risks across its climate mitigation and adaptation portfolio.
- ☐ Operational efficiency in grant management, ensuring accurate reporting that support program delivery and donor trust.
- ☐ Strengthened internal control and audit readiness, positioning Kemitraan as a reliable steward of climate finance and reinforcing its eligibility for continued direct access accreditation.
- ☐ Institutionalization of digital systems, which enhance data integrity, interoperability, and decision-making.
- ☐ Inclusive grant management practices embedded in fiduciary systems, promoting equitable access and compliance with AF/GCF gender and safeguard policies.
- ☐ Enhanced institutional credibility and strategic positioning, contributing to Kemitraan's long-term capacity to mobilize and manage climate finance aligned with national priorities.

V. Competencies

Corporate Competencies:

- ☐ Demonstrates integrity by modeling professional values and ethical standards
- ☐ Promotes the vision, mission, and strategic goals of KEMITRAAN
- ☐ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Fiduciary and Financial Integrity

- ☐ Mastery of donor requirements and compliance standards.
- ☐ Proven ability to maintain audit-ready documentation records and uphold internal control protocols.
- ☐ Commitment to transparency, accountability, and ethical financial stewardship.

Grant Lifecycle Management

- ☐ Skilled in managing relationship with grantees (partners)
- ☐ Experience in coordinating workflows across multiple grants and readiness packages.
- ☐ Ability to maintain dashboards, reporting calendars, and documentation repositories.

Systems and Tools Proficiency

- ☐ Familiarity with AF/GCF portals and interoperability with internal systems.

Audit and Risk Management

- ☐ Experience supporting internal and external audits, including risk register maintenance and audit trail documentation.
- ☐ Strong documentation and compliance capabilities aligned with AF/GCF audit cycles.

Procurement and Partner Coordination

- ☐ Understanding of donor procurement guidelines and ability to coordinate with procurement units.
- ☐ Experience formalizing internal MoUs and EC allocation matrices with Executing Entities.
- ☐ Capacity to monitor partner compliance with fiduciary and operational standards.

Leadership and Capacity Building

- ☐ Proven ability to work with other departments/functions or units staff with clear task delegation and performance accountability.
- ☐ Skilled in facilitating training on operational procedures and donor compliance.
- ☐ Commitment to fostering a collaborative and learning-oriented work culture.

Gender Equality and Social Inclusion (GESI)

- ❑ Ability to integrate inclusive practices into grant management systems.
- ❑ Familiarity with AF/GCF gender policies and Environmental and Social Safeguards (ESS).
- ❑ Experience documenting and promoting equitable financial practices.

Communication and Influence

- ❑ Strong coordination and communication skills across different teams and with partners.
- ❑ Ability to advocate for operational improvements and institutional strengthening.
- ❑ Skilled in presenting financial data and compliance narratives to donors and internal stakeholders.
- ❑ Proven ability to engage with donors and multi-stakeholders, including strong communication, negotiation, and influencing skills

General competencies

Integrity and Accountability

- ❑ Upholds high standards of ethical conduct and financial transparency.
- ❑ Takes ownership of fiduciary decisions and outcomes.
- ❑ Ensures compliance with donor and institutional policies across all financial operations.

Analytical Thinking and Problem Solving

- ❑ Applies evidence-based analysis to resolve financial and operational challenges.
- ❑ Anticipates risks and develops mitigation strategies within dynamic grant environments.
- ❑ Balances competing priorities while maintaining compliance and efficiency.

Communication and Coordination

- ❑ Communicates clearly and persuasively across technical and non-technical audiences.
- ❑ Facilitates coordination between finance, procurement, and program teams.
- ❑ Prepares donor-facing financial narratives and audit-ready documentation.

Collaboration and Teamwork

- ❑ Builds inclusive, multidisciplinary teams and promotes cross-functional collaboration.
- ❑ Supports staff development and fosters a learning-oriented work culture.
- ❑ Engages constructively with partners, implementing entities, and national stakeholders.

Adaptability and Strategic Responsiveness

- ❑ Adapts to evolving donor requirements, institutional priorities, and regulatory changes.
- ❑ Aligns financial systems and reporting tools with AF/GCF modalities and national frameworks.
- ❑ Supports institutional positioning through operational inputs and strategic foresight.

Cultural and Political Sensitivity

- ☐ Demonstrates awareness of Indonesia's governance landscape and institutional norms.
- ☐ Navigates grant management systems with sensitivity to local contexts.
- ☐ Promotes equity and inclusion in financial decision-making and partner coordination.

Computer Skills

- ☐ Microsoft office package.
- ☐ Familiar with donor reporting templates and tools used by AF/GCF, including budget justification formats and audit trail documentation.
- ☐ Document Management Systems: Skilled in using SharePoint, Google Workspace, and cloud-based platforms for version control, repository management, and collaborative workflows.
- ☐ AF/GCF Portals: Experienced in navigating and uploading financial data to AF/GCF online portals, including PPR/APR sections and audit documentation.
- ☐ Presentation and Communication Tools: Proficient in Microsoft Word, PowerPoint, and Outlook for preparing financial narratives, donor correspondence, and internal coordination.

V. Recruitment Qualifications

Education:	☐ Minimum master's degree in Business Administration, or a closely-related discipline with demonstrated relevance to grant management oversight with grantees (partners) and donor-funded program implementation.
Experience:	☐ Minimum 5 years of experience working for international organization(s). ☐ Minimum 7 years of progressively responsible experience in grant management, working with grantees/partners or donor-funded program operations, preferably within climate finance or development sectors. ☐ Proven experience in donor compliance and audit preparation, including risk register maintenance, audit trail

	documentation, and coordination with internal and external auditors. ❑ Hands-on experience with SAP or equivalent ERP systems, including configuration of financial dashboards, reporting modules, and interoperability with donor portals. ❑ Track record of coordinating with other relevant departments/functions or units, formalizing internal MoUs, and ensuring cost recovery mechanisms are documented and endorsed. ❑ Experience supporting institutional strengthening and re-accreditation efforts, through development of SOPs, relevant tools, and donor-facing documentation. ❑ Familiarity with large grantmaking organization's fiduciary standards, procurement guidelines, and financial reporting protocols, with ability to translate them into operational systems and practices is an advantage.	
Language Requirements:	Fluency in written and spoken English and Bahasa Indonesia.	
VI. Signatures- Job Description Certification		
Incumbent (<i>if applicable</i>)		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date



