

Vacancy Announcement

Position : Grant Manager
Project : Generating Ambition for Locally Led Adaptation (GA LLA)
Duration : 10 Months (subject to extension based on performance)
Reporting : Project Manager

Project Summary

The International Centre for Climate Change and Development (ICCCAD), Independent University Bangladesh (IUB), is looking for an enthusiastic and proactive individual to join the organization as a **Grant Manager** for the [Generating Ambition for Locally Led Adaptation \(LLA\) project](#) collaboratively undertaken by the International Institute for Environment and Development (IIED) and partner organizations. This initiative is being funded by the Government of the Netherlands.

The project aims to support the implementation of the [LLA](#) long-term strategy by building institutional capabilities, fostering partnerships, and enhancing accountability to address climate, nature, and inequality challenges.

Expected Roles and Responsibilities

- **Grant Management:** Develop/follow the grant mechanism to deliver grants at the local level, aligning with the eight principles of LLA.
- **External Expert Committee Selection:** Support the project Manager to scout for potential experts to form the Expert Committee to review the grant applications.
- **Grantee Selection:** Invite grant applicants and coordinate the selection process.
- **Communication:** Maintain regular communication with the grantees, the External Expert Committee, the GA LLA project team, and the Finance and Administration team for an efficient and smooth delivery of the grant.
- **Risk Management:** Support the project team in assessing, flagging, documenting, and communicating existing and potential risks related to the project, and developing risk mitigation strategies.
- **Reporting:** Ensure the proper documentation, record keeping, and guarantee that the activities are conducted on time.
- **Quality Assurance:** Provide comprehensive feedback and take necessary actions to ensure the quality of the overall grant process.
- **Monitoring:** Regular monitoring of the implementation of the grant at the field level through regular communication and on-site visits. Furthermore, maintain a monitoring, evaluation, and learning (MEL) framework to track the progress of the activities.
- **Others:** Any other project-related activities appointed by the Project Manager.



Eligibility

- Substantial experience in the grant management process, supporting community development initiatives (minimum of 3 years).
- A minimum of a Master's degree or equivalent in a relevant field: Climate Change and Development/Anthropology/Social Sciences/Development Studies/Public Policy, or any other degrees that suit the above-mentioned criteria, with sound academic records.
- Sound knowledge of Locally Led Adaptation (LLA) and community development.
- Excellent written and verbal communication skills, both in English and Bengali.
- Proficiency in organizing and coordinating communication-related tasks.
- Ability to work independently and collaboratively in a diverse team environment.
- Demonstrate organizational skills, including the ability to multitask and prioritize workload effectively.

How to Apply

Potential candidates meeting the above requirements are requested to fill out the following form by **16 October 2025 (Thursday)**.

Link: <https://forms.gle/eoZ7RBZT1yKLmSns6>

Salary

As per organizational policy and scale.

Note

- Only shortlisted candidates will be contacted for the next phase of the selection process.
- The position is only applicable for Bangladeshi nationals who are currently residing in the country.
- We are an equal opportunity employer and encourage all qualified candidates to apply.
- For any additional information, please contact: galla.icccadiub@gmail.com