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<b>Job Title:</b>	<b>Project Manager, Grants</b>
<b>Level and Grade:</b>	<b>Manager   70   BG-9</b>
<b>Job Type:</b>	<b>Regular Full-Time</b>
<b>Reporting Manager:</b>	<b>Senior Finance and Administration Manager</b>
<b>Business Unit:</b>	<b>EA-EMEA, PBU</b>
<b>Office:</b>	<b>Hanoi, Vietnam</b>
<b>Date:</b>	<b>March 2, 2026</b>

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**Corus:**

Lutheran World Relief, which is part of Corus International, has been present in Vietnam since 2026. Corus International is the parent of a family of world-class organizations working to deliver the holistic, lasting solutions needed to end extreme poverty once and for all. We are a global leader in international development, with 150 years of combined experience across our brands. Our nonprofit and for-profit subsidiaries include IMA World Health and its fundraising brand Corus World Health, Lutheran World Relief, CGA Technologies, Ground Up Investing, and Farmers Market Brands. In Vietnam, Corus operates under Lutheran World Relief. Our more than 400 employees around the globe are experts in their fields and dedicated to helping the world's most vulnerable people break the cycle of poverty and lead healthy lives.

At Corus we believe that good only grows stronger and we reflect that belief in our workplace culture. We value every employee's specialized area of expertise and nurture professional growth. We promote an engaging and supportive work environment, where employees feel enabled and driven to innovate, learn and collaborate. And because our subsidiaries often function as partners, our employees have the opportunity to work across our enterprise family.

**Job Brief:**

The Project Manager, Grants is responsible for managing grants, all sub awards and the grants cycle, for all grants and sub awards that are developed and funded within the project. This position may assign tasks to the Project Associate and will take directions from the Senior Finance and Administration Manager and above. S/he consults with programmatic leadership.

By managing financial and programmatic risk effectively, this position plays a pivotal role in enabling USDA Food for Progress Vietnam project to achieve its outcomes. USDA FFPr Vietnam is a 5-year project develop the aquaculture and feed sector value chains in Vietnam between October 1, 2025, and September 30, 2030.

The program has three interlinked components:

1. Develop the supply of quality fry and fingerlings.
2. Increase U.S. soy usage in aquafeed for tilapia production.
3. Improve tilapia production and processing to meet domestic and export market demand

## **Responsibilities:**

### **Project Management**

- Ensure that the project is in adherence to the Project Management Manual as well as complementary policies and procedures related to subawards, procurement, and finance and administration.
- Take active roles in startup processes including participating in the handover from the Program Strategy and Business Development and Grants and Contracts teams, manage project startup processes with relevant stakeholders, and participating in the recruitment of project staff (e.g., writing job descriptions, participating in interviews, etc.) as required.
- Proactively manage all grants and specifically the In-Kind Grants cycle for Hatcheries, Cooperatives and Demonstration plots as detailed in the LWR approved work plan for years 1 to 5, from promotion, briefings, applications, assessment, awarding and post awarding steps and compliance requirements.
- Work in partnership with Project Managers/Coordinators/Officers/Directors/Team to include tracking progress of program targets and deliverables, identifying issues/challenges that need to be addressed, and ensuring that technical and financial reporting requirements are met in line with Project Management Manual as well as complementary tools, policies, and procedures.
- Apply knowledge of donor rules and regulations to monitor for compliance for various actions during project start up, implementation, and close out (e.g., procurement, budget adjustments, modifications).
- Collaborate with country staff to supervise grant funds and sub-agreements and contracts, review budget variance analysis, financial reports, and project spending, and monitor/update spending plans with project teams as required.
- Liaise with the Grants and Contracts team to provide information or carry out follow up actions related to sub-recipient management (contracting, reporting, and monitoring).
- Backstop and participate in regular work planning, review of progress toward project targets and deliverables, monitoring expenses vs. budgets, identifying issues that need to be addressed, and implementing needed adjustments.
- Provide input into budgeting and forecasting exercises related to grants and sub award project spending within the fiscal year; coordinate with International Finance to support the project team in timely review, analysis, and decision making related to spending versus budgets.
- Ensures grants and sub award compliance to all project management policies, procedures and practices in line with USDA and LWR requirements.

### **Data Management, Documentation, and Reporting:**

- Ensure project and award management data integrity and completeness by maintaining project documentation and reports in electronic databases.
- Work with and provide data to the MEL team relating to grants and subawards contributions to achieving targets for relevant performance indicators

#### **Coordination and Collaboration:**

- Compile project information required for regulatory and donor compliance reporting or internal and external audits, in coordination with relevant teams in the Finance and Administration (F&A) Department.
- Contribute to the wider work of the PBU through active participation in the achievement of the business unit's goals, team meetings, working groups and the development and sharing of technical knowledge and resources.
- Assist with team's administrative duties such as international wire transfers, documentation, and other operational support.

#### **Business Development**

- When requested, serve in a proposal role for relevant country-specific interventions and proposals that are related to their current portfolio and/or technical expertise.

#### **Supervisory:**

- This position has no direct reports.

#### **Education & Experience:**

- Bachelor's degree or higher in finance, business management, international development and/ or relations or similar fields with at least 5 years' experience managing and implementing international development programs or equivalent combination of education and experience.
- Minimum eight years experience working with colleagues in a multicultural, multi-linguistic environment.
- Minimum of five years experience working with US-based and international partners (NGO/FBO/CBOs, universities and other technical institutions).
- Essential: knowledge of U.S. government funding rules and regulations, cooperative agreements and contracts. Other bi-lateral donor rules and regulations a plus.

#### **Knowledge, Skills and Abilities:**

- Demonstrated knowledge of international development, including humanitarian standards and best practices, economic development/livelihoods.
- Demonstrated knowledge of international donor funding mechanisms (including grants, contracts, and cooperative agreements) is essential. Experience with US Government funding and grants management is highly desirable.
- Ability to communicate effectively and credibly, both verbally and in writing.
- Professional proficiency in written and spoken English and Vietnamese. Additional language(s) spoken in the region a plus
- Proficiency in Office 365 applications including Word, Excel, SharePoint, and PowerPoint. Experience with Salesforce a plus.
- Ability to work effectively both independently and as part of a team.
- Ability to implement and manage project and collaborate across multiple teams.
- Authorization to work legally in Vietnam.

### Physical and Mental Requirements:

- The physical requirements that may be needed to execute responsibilities may include bending, standing, and walking, etc.
- The mental requirements that are essential to satisfactorily executing the responsibilities outlined in this job description include, but are not limited to: learning new tasks, comprehending, and retaining information, completing tasks independently, effectively communicating verbally and in writing, demonstrating proficiency in using computer software to perform assigned tasks.

### Other Duties:

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities for the position. Duties, responsibilities and activities may change at any time with or without notice. Employees may undertake additional responsibilities assigned by their supervisor and aligned with applicable labor law. Global positions that are bound by contracts will not be changed without notice and approval.

### Working Conditions, Travel and Environment:

- LWR has an in-person work policy, with all employees reporting to the office Monday through Friday. The employee may occasionally be required to work outside normal office hours to meet project deadlines, reporting requirements, or during field missions, in accordance with applicable labor regulations.
- This position must be able to travel as required for standard domestic and international business purposes. While performing the duties of this job in different locations, the employee may be exposed to precarious settings under high-security risks and/or very basic living conditions and outside weather conditions, as well as to infectious diseases.

### As a member of the Corus Family, each employee is expected to:

- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Corus family, stakeholders in general, and particularly for the communities we serve.
- Follow Corus Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values.

### How to apply:

Please note that all applications must be submitted in ENGLISH and provide complete and accurate information. To apply, please submit no more than 4 pages with your CV and responses to the selection criteria to email [HVu@corusinternational.org](mailto:HVu@corusinternational.org), quoting the position title in the email's subject line by March 27th 2026.

*Corus International prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, sexual orientation, protected veteran status, or any other characteristic protected by U.S. or International law.*