

Grants Coordinator – Consultant Position

mClinica is a fast-growing, impact-driven tech company whose mission is to build digital networks of pharmacies, physicians, and patients to improve market efficiencies and health outcomes for hundreds of millions of people in Asia. As a social enterprise, we work with leading pharmaceutical companies, government agencies, and development organizations among others.

mClinica is hiring a **Grants Coordinator** based in any of our country offices (Hanoi, Manila, Bangkok, Kuala Lumpur, or Jakarta) to support our growth regionally and globally. We collect billions of data records across our diverse platforms and are now looking for a top talent to join our team to support our work with Governments and NGOs.

Your tasks and responsibilities:

- Coordinates the planning and preparation of grant proposals.
- Provides guidance and assistance to the team in the interpretation of funding agency regulations and requirements.
- Manages relationship between granting agencies and mClinica in the preparation of grant proposals.
- Prepares and compiles all components of each grant submission, ensuring that the proposal is formatted, packaged, and submitted in accordance with granting agency requirements.
- Designs, formats, and prepares grant documentation and proposal.
- Develops and maintains specialized databases and systems for recording and tracking grant proposals, awards, and related statistical information.
- Creates and distributes standard and special reports, studies, summaries, and analyses, as required.
- Develops and maintains a library of reference documentation, including such information as funding agency requirements and forms, investigator profiles and curriculum vitae, abstracts and reference literature, and other pertinent material.
- Be well-informed about the application of grant funding policies, regulations, and procedures.
- Facilitates and supports the research and identification of funding opportunities.
- Monitors and coordinates the administration of post-award grants to ensure that budgeting and administrative policies, procedures, and agency requirements are being followed.
- Manages administrative problems and/or budget changes occurring during the awarded granting period.
- Maintains currency of knowledge of grant funding policies, regulations, and procedures.
- Disseminates and/or presents changes to departments and advises on the implementation of changes, and on the impact of changes on funded operations.
- Manages, plans, monitors, analyzes, and improves mClinica's grant-related initiatives and processes.
- Reports directly to the CEO.

Your profile:

- Bachelors Degree (required) and Masters Degree (preferred)
- Successful experience writing and coordinating high-value proposals for UN, World Bank, USAID, AusAID/DFAT, JICA, EU, or similar grantors required
- At least 5 years of experience in a similar role

- Knowledge and experience with Public Private Partnerships and/or the pharmaceutical field highly valued
- Prior experience in Southeast Asia (preferred)

What you can expect from us:

- Opportunity to work in any of our country offices: **Hanoi, Manila, Bangkok, Kuala Lumpur, or Jakarta**
- A collaborative and team-oriented approach with a focus on exceeding personal and company-wide goals
- Competitive compensation and international travel opportunities
- Fun & casual working environment.
- Start date: June 2018

Apply:

- If you are interested in this position and would like to become part of the mClinica team, please send your resume to lopez@mclinica.com and careers@mclinica.com (Subject: Grants Coordinator)