



# Ministry of Finance & Postal Services

Government of the Republic of the Marshall Islands

## JOB DESCRIPTION

<b>Position Title:</b>	Grant Writer (Extraordinary Needs Distribution)	
<b>Status of Post</b>	One Year (with possibility of extension)	
<b>Grade:</b>	PL – Ungraded	<b>Salary:</b> \$35,000
<b>Ministry/Agency</b>	Ministry of Finance & Postal Services	<b>Division:</b> DIDA
<b>Location:</b>	Majuro	
<b>Reports to:</b>	Assistant Secretary of DIDA & (M&E) Director	

### JOB PURPOSE:

The (END) Grant Writer is responsible for drafting and managing proposals to secure funding for Extraordinary Needs Distribution (END) programs supporting poverty alleviation, essential services, and community development.

### MAIN RESPONSIBILITIES:

- Write and manage grant proposals for Extraordinary Needs Distribution (END) projects
- Ensure compliance with fiscal and donor requirements
- Build partnerships with donors, agencies, and local stakeholders
- Support project implementation, reporting, and financial management
- Collaborate with Monitoring & Evaluation (M&E) Unit and END Committee
- Draft MOAs/contracts and oversee proposal-related staff
- Coordinate with vendors to meet donor expectations

### MINIMUM QUALIFICATIONS:

- Bachelor's degree in social science, business, law, international development, or related field
- Minimum 2 years' experience in grant writing or project management
- Strong communication and networking skills
- Proficiency in MS Office and ability to meet deadlines

