



CIC Grant Technical Manager

Position Description

The World Environment Center (WEC)'s CIC Grant Technical Manager's role involves providing technical support for the development and execution of the Climate Innovation Challenge (CIC)'s grants and project activities. CIC aims to empower small and medium enterprises (SMEs) in Central America region that employ green and inclusive growth strategies. It is implemented by WEC and its partners Núcleo de Biotecnología de Curauma (NBC) of the Pontifical Catholic University of Valparaíso (PUCV) and Baastel. This overall challenge is funded by the U.S. Department of State and comes under the [Empower Innovation Challenge](#). This role requires expertise in planning, monitoring, and evaluating project activities, as well as preparing technical reports and presentations in English and Spanish. This is a contract position funded through June 2027, but it is reviewed annually. Candidate must be based in Latin America.

Specific Responsibilities

- Provide capacity building and mentoring support to the small grantees on managing and reporting on their grant funds and activities including financial oversight procedures.
- Work with the field-based team to develop and execute CIC project activities.
- Work in close collaboration with other project subcontractors to support Small Grantees project executions.

- Assist in the monitoring and evaluation of CIC grants.
- Coordinate and monitor tasks assigned to team members.
- Prepare technical reports and presentations for in-person and virtual meetings.
- Actively participate in meetings with partners and stakeholders.

Skills & Qualifications

- Candidate must be based in Latin America.
- Bachelor’s degree in a related field and a minimum of 5 years of grants management.
- Have experience/knowledge with climate change adaptation/mitigation topics, climate change impacts and resilience solutions, environmental and/or development programs.
- Proficient in writing and speaking English and Spanish
- Ability to take ownership, seek guidance, and not require task-to-task management.
- Aptitude for managing multiple tasks with many moving pieces and tight deadlines.
- High degree of proficiency with common technology tools including MS Office (Word, Excel, and PowerPoint) and Microsoft Teams.
- Ability to mirror WEC’s values and associated competencies internally and externally.
- Collaborating with cross-functional teams with diverse expertise.

Work Environment

The position is included in WEC’s dispersed workforce plan offering a supportive and flexible work environment. It is within the LAC region, with limited physical work. Occasional travel within Latin America for in-person events and virtual events (Summits and field visits) is expected.

Position type: Contractual

Term: Through June 30, 2027 (contract will be renewed annually based on performance review)

Pay: Budgeted project total for position is \$60,783. The table below outlines the anticipated time frame, rate allocation, and hours.

Period	Amount budgeted	daily rate	Estimated days
Oct24 – Sept25	\$21,128	\$325 / day	~ 65 days (520 hours)
Oct25 - Sept26	\$22,185		~ 65 days (520 hours)
Oct26 – June27	\$17,470		~ 49 days (390 hours)

How to Apply: <https://wildlife-habitat-council-inc.apscareerportal.com/j/02f2yt5>

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applicants regardless of race, color, ethnicity, social background, religion, national origin, citizenship, veteran status, gender identity or expression, sexual orientation, age, disability, genetics, and any other federal, state, or local protected class. Learn more about [WEC & WHC Combination](#),