

TERMS OF REFERENCE

Grants Management Assistant – Intern

LOCATION: Clermont-Ferrand (France)

CONTRACT / POSITION TYPE: Internship/ Full-time, office-based

DURATION: 6 months starting March 2026

About GDN

The [Global Development Network \(GDN\)](http://www.gdn.int) is a public international organisation that supports high-quality, policy-oriented, social science research in Low- and Middle-Income Countries (LMICs), to promote better lives. Founded in 1999, GDN is headquartered in New Delhi (India), with offices in Clermont-Ferrand (France) and Arlington (USA). Our work spans the Global South.

Position Summary

The Grants Management Assistant Intern will support the Programme team in the administration, monitoring, and coordination of donor-funded grants across their full lifecycle—from application and contracting to implementation, reporting, and closure.

This internship aims to provide hands-on exposure to international grant management and donor compliance processes, while contributing to the smooth, efficient, and compliant implementation of GDN's grant portfolio.

Line Manager: Grants Management Specialist / Programme Manager

Scope of Work

Grant Administration and Lifecycle Support

- Assist with eligibility checks, documentation reviews, and compliance verifications in line with donor requirements

- Support grant contracting and amendment processes, including document tracking and version control
- Help track grant milestones, deliverables, reporting deadlines, and contractual obligations
- Support project start-up and close-out procedures

Systems and Processes

- Support the use, testing, and continuous improvement of GDN's in-house Grants Management System (GMS)
- Assist in documenting grant management workflows, templates, and standard operating procedures
- Support the dissemination of updated processes and guidance to staff

Reporting and Documentation

- Support the organisation and review of technical and financial reports
- Assist in maintaining accurate and up-to-date grant records and databases
- Contribute to the preparation of internal summaries, dashboards, and reporting tools

Monitoring and Evaluation

- Conduct and support annual organisational data collection to feed into GDN's Monitoring and Evaluation framework
- Support the analysis of collected data to inform internal learning and GDN's annual report
- Assist in consolidating results, indicators, and lessons learned across programmes

Coordination and Communication

- Assist in drafting routine grant-related communications with grantees and partners
- Support coordination with internal teams (finance, legal, communications, operations)
- Participate in internal meetings related to grant management and programme delivery

Skills

- Strong organisational skills and attention to detail
- Ability to manage multiple tasks and deadlines in a structured manner
- Excellent written and spoken English
- Good communication skills and the ability to work effectively in a team
- Proactive, reliable, and willing to learn in an international environment

Competencies

- Strong interest in international development, research funding, or donor-funded programmes
- Familiarity with grants, project management, or monitoring and evaluation is an asset
- Knowledge of Excel, databases, or ERP systems is an advantage
- French language skills are an asset

Qualifications

Education: Currently enrolled in or recently graduated from a Master's programme in international development, public policy, economics, political science, management, or a related field.

Compensation

To be determined in accordance with French internship regulations and GDN policies.

Application Procedure

Interested candidates are invited to submit the following documents on GDN's [Application Portal](#):

- An updated CV
- A short cover letter outlining motivation and interest in grant management and GDN

Please specify the earliest date you can join. Applications will be reviewed on a rolling basis since GDN aims to fill the position on priority. The deadline for applications is March 13, 2026.

Global Development Network is an equal opportunity employer and encourages candidates of all backgrounds to apply. We thank all applicants for their interest; however, only those selected for an interview will be contacted.