



Grants Assistant
AFYA TIMIZA Project
REF: Amref/Grants Assistant-AFYA Timiza/01/20

1. IDENTIFICATION		
1.1	Job Title Job Grade Reporting To	Grants Assistant (1 position) B2 Grants Officer
1.2	Department/Program/Project	AFYA Timiza Project
1.3	Duration	One Year
1.4	Physical Location	Samburu County

Amref Health Africa is the largest international health development organization based in Africa, working with and through African communities, health systems and governments. Amref Health Africa's vision is for lasting health change in Africa and is committed to improving the health of people in Africa by partnering with and empowering communities, and strengthening health systems. Amref Health Africa's headquarters is situated in Nairobi, Kenya, and has offices in Ethiopia, Uganda, South Sudan, Kenya, Tanzania, Southern Africa and West Africa providing services to over 30 countries. Employing over 700 staff and with an annual operating budget of approximately \$90 million, Amref Health Africa is a knowledge resource for donors and partners. For more information visit our website www.amref.org

AFYA TIMIZA project funded by USAID seeks to sustainably improve health outcomes for mothers, children and adolescents in Samburu and Turkana counties over a five year period (October 2016 – September 2021). The project supports enhanced access to and utilization of quality Family Planning/Reproductive, Maternal, Newborn, Child and Adolescent Health (FP/RMNCAH) services in selected Sub-Counties in Samburu and Turkana Counties.

2. Job Summary

Working closely with the Grants Officer and County Team Lead, the incumbent will manage the sub grants in the project to ensure development of grant management systems, contract management, budgeting processes, mentoring & monitoring of sub grantees, compliance and reporting.

3. Main Responsibilities

- Work with the Grants Officer and Project Team to manage the resources for sub grant component in ensuring equitable distribution and sub recipient compliance as per set guidelines.

- Receive and review monthly sub grant reports to assess compliance with relevant guidelines and recommend any measures that may be appropriate for the success of the project.
- Assist in the preparation of contracts/agreements for the sub recipients and the follow up on compliance.
- Assist in reviewing and finalizing budgets with the Sub recipients.
- In liaison with the Grants Officer, maintain and ensure appropriate updates to the Navision including data analysis, accuracy and periodic back up in liaison with Grants Officer.
- Provide feedback to all the sub recipients and handle correspondences and matters in regard to grant review in consultation with the Grants Officer and County Team Lead.
- Provide frequent and regular updates on the sub grant scheme including a list of sub recipients who meet basic criteria for disbursement, and fund status to Grants Officer to aid in decision making.
- Assist in the preparation and follow up on timely release of funds to sub recipients.
- Participate in assessing financial management capacities of the sub recipients.
- Provide technical advice and capacity development to Sub recipients to plan, implement, monitor and report on sub grants awarded in a manner consistent with assessed needs above.
- Track progress of individual sub recipient in collaboration with Grants Officer and project staff through onsite data verification visits (OSDV) and compile supervision reports.
- Maintain records in a good and presentable order.
- Assist in Coordinating internal and external audit and act on audit issues in collaboration with Grants Officer, and finance department.
- Support sub grants related operations research processes undertaken by the project.
- Participate actively in AFYA Timiza periodic review meetings.
- Compile monthly and annual sub grant reports.

4. Experience Required

- At least 2 years' relevant working experience preferably in USAID funded programs
- Proven abilities in managing Sub grants, understanding of community development issues
- Proven capacity building and mentoring for grass-root organizations, pre-funding assessment, contract design, compliance management, data analysis, budget and report review for Sub recipients.

5. Education Requirements

- Bachelor's degree in Accounting, Finance, Economics, or any Business related field.
- CPA/ACCA II.

How to apply:

Interested applicants are encouraged to submit a Cover letter in PDF specifying how you meet the mandatory requirements, your motivation in applying for the role and what you hope to bring to Amref Health Africa in Kenya (Not exceeding 2 pages.) and an updated CV in PDF (Not exceeding 3 pages) with subject line: **Amref/Grants Assistant-AFYA Timiza/01/20** to recruitment@amref.org by **6th February 2020**. **Only shortlisted candidates will be contacted.**

Duly note that Amref Health Africa does not require applicants to pay any fee at whatever stage of the recruitment and selection process.

Amref Health Africa is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Amref is an equal opportunity employer and has a non-smoking environment policy.