



## JOB VACANCY

IDENTIFICATION	
JOB TITLE	Grants Officer
REPORTING TO	Grants Manager
DEPARTMENT/UNIT	HIV/TB/Malaria Program
DURATION OF CONTRACT	One (1) Year
DUTY STATION	Nairobi, Kenya

### BACKGROUND

Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organisation; currently implementing more than 180 programs, reaching more than 40 million people across 35 African countries; and a staff complement of over 2,000. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in ten countries in Africa – Burkina Faso, Ethiopia, Guinea (Conakry), Kenya, Malawi, Senegal, South Sudan, Tanzania, Uganda and Zambia. An additional eleven advocacy and fundraising offices are located in Europe and North America.

Amref Health Africa is driven by its vision of *'Lasting health change in Africa'* and its mission *'To catalyze and drive community-led and people-centred health systems while addressing social determinants of health'*. We believe that the power to transform Africa's health lies within its communities, and therefore strive to ensure that health systems are not only functional but that communities are empowered to hold these systems accountable for the delivery of quality and affordable health care.

### JOB PURPOSE

The Grants Officer will coordinate the effective management of the grants in the Global Fund Tuberculosis Project to ensure development of grant management systems, contract management, budgeting processes, mentoring and monitoring of grantees, compliance and reporting.

### PRIMARY RESPONSIBILITIES

- Setting grant management policies, and developing and enforcing procedures that assure transparency in the grants processes.
- Co-ordinate the project's grants accounting, reporting, compliance and risk management.
- Review and finalize sub recipients' budgets, prepare contracts/agreements and follow up on compliance.
- Handle correspondences and matters in regard to grant management in consultation with the Grants Manager and Programme Manager.
- Receive and review periodic grants reports for all sub recipients, liquidate the eligible costs and take relevant action on the expenses rendered ineligible.
- Provide feedback to all sub-recipients on grants performance.
- Assist in the preparation of ongoing progress update and disbursement request (PU/DR) and annual Enhanced Financial Report (EFR) as per Global Fund requirements.
- Provide technical support and supervise the sub-recipients and Grants Associate to ensure full compliance with the Global Fund requirements.
- Provide on-site mentorship to sub-recipients and capacity development to them to plan, implement, monitor and report on grants awarded.
- In liaison with Director ICT, supervise and guide the selected ICT Consultant in programming a Grants Management Information System (GMIS) and SRs portal for the project and ensure it is fully operating, providing the relevant grants reports and regularly updated.

- Organize and facilitate training, workshops/seminars for the sub-recipients, to facilitate understanding of the grants process, implementation, reporting and accounting.
- Coordinate tax exemption processes for the sub-recipients and ensure compliance to donor regulations.
- Work with other project team members to develop strategies that will ensure effective and efficient design, implementation, and coordination of all components of the grant.
- Represent the project in relevant consultative meetings with the Government and other stakeholders to articulate the context of the grant implementation, monitoring, and evaluation.

## **EDUCATION, EXPERIENCE AND ABILITIES**

### **Education and Professional Qualifications**

- Bachelor's degree in Accounting, Finance, Commerce or its equivalent
- Certified Public Accountant - CPA(K) or its equivalent

### **Relevant Experience**

- Four (4) years relevant NGO work experience in CSOs grants management
- Experience in project management and community health interventions
- Proven abilities in managing CSOs grants
- Proven capacity building and mentoring for grass-root CSOs, pre-funding assessment, contract design, compliance management, data analysis, budget and report review for CSOs

### **Skills**

- Networking and collaboration with GOK, NGOs, Managers, FBOs
- Analytical, writing, and public speaking
- Training and mentoring others
- Monitoring and evaluation
- Budget management
- Excellent numeracy skills
- Good oral and written communication skills

### **Competencies**

- Team player,
- Ability to work under minimum supervision
- Demonstrate high integrity.

## **HOW TO APPLY**

Interested? Please visit our website <https://amref.org/vacancies/> to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. Closing date will be **October 02, 2024**. Only shortlisted candidates will be contacted.

*Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment. Although Amref may use different job boards from time to time to further spread its reach for applicants, all open vacancies are published on our website under the Vacancies page and on our official social media pages. Kindly also note that official emails from Amref Health Africa will arrive from an [@amref.org](mailto:@amref.org) address.*

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