



**JOB VACANCY
ADVERTISEMENT
REF/GRANTS AND COMPLIANCE OFFICER /28/11/2024**

IDENTIFICATION	
JOB TITLE	Compliance and Grants Officer (1)
REPORTING TO	Compliance and Grants manager
DEPARTMENT/UNIT	Finance
DURATION OF CONTRACT	2 Years (Renewable)
DUTY STATION	Amref Health Africa Office in Lilongwe

Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organization, currently implementing more than 120 programs, directly reaching more than 12 million people across 35 African countries. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in ten countries in Africa and an additional eleven advocacy and fundraising offices in Europe and North America. In the spirit of Ubuntu, partnership and networking are key elements of our approach. Amref has a staff complement of over 1,500.

Amref Health Africa in Malawi is implementing a USAID funded multi-year health systems strengthening and service delivery project in Chitipa, Karonga, Kasungu, Salima and Nkhosakota. The project goal is reducing maternal, new-born, and child mortality through improved access and quality of health service delivery. In collaboration with the Ministry of Health, Amref is working to provide quality primary care for essential and integrated MNCH, FP/RH, nutrition, WASH and malaria; Empower individuals, communities and local organizations to demand higher quality and more available health services, and improve their health seeking behavior, and engaging multiple sectors to address the social determinants of health. In this regard, Amref Health Africa in Malawi is therefore inviting suitably qualified applicants for the following position:

Grants and Compliance Officer

The position holder will be based at the Head Office in Lilongwe and report to the Grants and Compliance Manager

Main Purpose of the Job:

Working closely with the Grants and Compliance Manager, the incumbent will provide leadership for the effective management of the grants at Amref Health Africa in Malawi, to ensure development of grant management systems, contract management, budgeting processes, mentoring & monitoring of grantees, compliance and reporting. S/he will be responsible for ensuring Sub- Awardee's compliance with grant rules and regulations, legal and regulatory requirements governing the award.

The Grants and Compliance Officer will be involved in developing and embedding best practices to comply with donor rules, supporting donor proposal budgeting, monitoring and providing management information on key risks. S/he will ensure strict adherence to deadlines and ensure quality standards of reports.

Principal 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 & Compliance Manager and Deputy Chief of Party
- Support in risk/ capacity assessment of Sub Recipients, development and tracking of capacity building plans.
- Assist in the preparation and follow up on timely release of funds to sub recipients.
- 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 progress update reports as per donor requirements and Amref policies.
- Provide technical support and supervise the sub recipients and Grants Assistant to ensure full compliance with the donor 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 HQ ERP team, supervise and guide the implementation of a Grants Management
- Information System (GMIS) and SRs portal for the projects 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.
- Assist in coordinating internal and external audit and act on audit issues in collaboration with Grants and compliance manager and finance department.
- Supporting donor proposal budgeting, analysis of institutional income, donor expenditure tracking.
- Coordinate Tax exemption processes for the Sub recipients and ensure compliance to donor regulations.

Requirements and Qualifications

Education & Experience:

- A minimum of Bachelor's Degree in Accounting/Finance or its equivalent and CPA9U)/ACCA or its equivalent
- Master's Degree in Business Administration, Accounting & Finance would be an added advantage
- Four (4) years relevant NGO work experience in CSOs grants management. Experience and familiarity with USG (USAID) donor regulations, procedures and requirements shall be an added advantage.
- Demonstrated experience being responsible for ensuring that there are systems and internal controls in place to effectively manage, monitor and report on sub-awards, including being responsive to donor regulations and requirements. Experience of complex planning and budgeting processes including the ability to provide clear guidance on donor policies and procedures
- Proven capacity building and mentoring for grass-root CSOs, pre- funding assessment, contract design, compliance management, data analysis, budget and report review for CSOs.
- In-depth understanding and experience of working with proposals and contracts from donors

Competencies and Skills:



- Team player,
- Ability to work under minimum supervision
- Demonstrate high integrity
- Networking and collaboration with GoM, NGOs, Managers.
- Analytical, writing, and public speaking
- Training and mentoring others.
- Monitoring and evaluation.
- Budget management.
- Excellent numeracy skills
- Good oral and written communication skills

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. The closing date will be **Friday 6th December 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 note that official emails from Amref Health Africa will arrive from an @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.