



IDENTIFICATION	
JOB TITLE	Grants Assistant
REPORTING TO	Grants Officer
DIRECTORATE/UNIT	HIV/TB/MALARIA & NCDS PROGRAM
PHYSICAL LOCATION	Amref Health Africa in Kenya, Nairobi

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 is driven by its vision of ***'Lasting health change in Africa'*** and its mission ***'To increase sustainable health access to communities in Africa through solutions in human resources for health, health service delivery, and investments in health'***.

1. MAIN RESPONSIBILITIES:

Ensure effective management of the project grants by enhancing Sub grantee compliance with contractual stipulations and enforcing procedures that assure transparency in the grants processes.

Main Responsibilities

KEY AREA	ACTIVITIES
Grants Management	Participate in setting grant management policies, and developing and enforcing procedures that assure transparency in the grants processes.
	Assist in the preparation and follow up on timely release of the grants funds for approved grants including quarterly disbursement.
	Participate in the project's grants accounting, reporting, compliance and risk management process.
	Carry out grants specific database maintenance and reporting and upload relevant reports in the Grants Management Information System (GMIS) in a timely manner.
	Representation of Amref at key stakeholder forums
Development of budget and work plan	Review and finalize sub recipients budgets and work plans, prepare contracts/agreements and follow up on compliance.
Report Review	Receive and review periodic grants reports for sub recipients, liquidate the eligible costs and take relevant action on the expenses rendered ineligible.
	Provide timely feedback to sub recipients on grants performance.
	Handle correspondences and matters in regard to grant management in consultation with the project team.



	Assist in preparing monthly, quarterly and annual project performance reports.
Compliance	Ensure compliance to donor regulations and Amref Health Africa policies within the project as well as by implementing partners
Mentorship and Research	Participate in mentoring, monitoring and other SRs capacity building initiatives.
	Provide technical advice and capacity development to Sub recipients to plan, implement, monitor and report on grants awarded in a manner consistent with assessed needs above.
	Participate in operation research, documentation and dissemination of new lessons and experiences in grant management.
Reporting and Audit	Compile monthly and annual grant reports and assist in quarterly dashboard preparation, biannual donor reports
	Assist in Coordinating internal and external audit and act on audit issues in collaboration with Grants Officer, PIT and finance department.

2. REQUIRED QUALIFICATIONS

- Bachelor’s Degree in Commerce or its equivalent.
- Professional qualification in CPA (section 2) or its equivalent.

3. Experience

- Three (3) years of relevant experience in managing CSOs granting process, capacity building and mentoring, risk and compliance management for CSOs with diverse institutional structures.

4. Skills and Competences

- Mentoring and Coaching
- Excellent oral and written communication skills
- Analytical and attention to details
- Good organization, planning and coordination skills
- High integrity and honesty

How to apply

Interested? Please visit our website www.amref.org to make your application. You will be directed to our online portal where you will need to create an account successfully 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. Please note that you will receive an email confirmation for creation of account and an acknowledgment email upon submitting your application.

Deadline for submission: 31st January 2023. Please note that 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 have 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** 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.