



JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Regional Grants Officer, Western Africa
REPORTING TO	Regional Grants Manager, West Africa Hub
DEPARTMENT/UNIT	Saving Lives and Livelihoods Initiative (SLL)
DURATION OF THE CONTRACT	One (1) Year
DUTY STATION	Dakar, Senegal

Amref Health Africa is the largest international health development organization based in Africa. Working with and through African communities, health systems and governments, Amref's vision is for Lasting Health Change in Africa and remains committed to improving the health of people in Africa by partnering with and empowering communities, and strengthening health systems. With headquarters in Kenya, Amref Health Africa 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

1. AMREF GLOBAL HEALTH SECURITY UNIT

Global Health Security (GHS) seeks to build strong and resilient public health systems to prevent, detect, and respond to infectious disease threats, wherever they occur. The Amref GHS Unit coordinated from Nairobi Kenya strengthens capacity of health systems to reduce vulnerabilities to emerging and re-emerging disease threats for communities in sub Saharan Africa. To address the increased threat to disease outbreaks, the programme is complementing the efforts of regional partners such as the Africa CDC, national players through the Ministries of Health and other strategic partners to protect lives and livelihoods of people in sub Saharan Africa. Amref Health Africa is amongst the key partners supporting COVID-19 vaccine deployment in Eastern and Southern Africa. Under the Africa CDC project portfolio, Amref along with other local implementing partners will contribute to the overall goal of increasing COVID-19 vaccine coverage to over 70% across countries in sub Saharan Africa.

2. JOB SUMMARY

The Regional Grants Officer is responsible for overseeing the efficient and effective management of grants and contract-related activities. Working closely with sub grantees, the job holder will provide oversight and management of grant-making activities, including planning and application activities, contracting, day-to-day administration, report reviews for the SLL Unit, and close-out. The Regional Grants Officer is a key information resource responsible for ensuring effective communications with all key stakeholders.



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3. JOB RESPONSIBILITIES

KEY AREA	RESPONSIBILITIES
Grants Management	<ul style="list-style-type: none"> • Work with the Amref Grants team to set up a project grants management framework for the Rockefeller project; • Monitor project budgets, expenditure, and overall performance in coordination with the Project Manager; • Train and provide grants management assistance to subgrantees, resolve administrative issues, and make recommendations for effective project implementation; • Review grants-related activities for accuracy, completeness, and compliance with Amref and donor policies; • Provide follow up on any issues identified during the monitoring and review process; • Maintain complete, accurate and up-to-date sub grantee filing and tracking systems; • Maintain a broad and deep understanding of relevant donor policies, regulations, and procedures; • Contribute to the implementation of improved financial systems and processes to facilitate better donor reporting and compliance in the organization.
Sub Grantee Management	<ul style="list-style-type: none"> • Coordinate programs/projects in reviewing eligibility assessment of prospective grantees, ensuring that grant review and award processes are in line with Amref grants policies and procedures; • Lead in developing subgrantee capacity building plans and development of training materials; • Supervise Grants Management Information System (GMIS) update, uptake, and maintenance; • Provide technical support in the preparation of the sub-grantee manual and contracts; • Review all proposed subgrants budgets before submission to ensure consistency with the organization and donor policies;



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	<ul style="list-style-type: none"> • Perform financial monitoring of grant activities, review financial reports submitted by LIPs, and generate timely internal and external financial and related reports; • Monitor grant activities during their implementation to ensure effective delivery; provide continuous assessments of grantee performance against project objectives.
Audit Coordination	<p>(External & Internal) Compliance and Risk</p> <ul style="list-style-type: none"> • Collaborate with staff and board members; prepare internal project reports and submit status reports to management team as required; • Oversee the review by Compliance and Audit team and support the project team in the implementation of audit recommendations; • Analyze all processes, provide enhancements to all grant programs if required and manage all grant management processes according to policies and procedures; • Identify, mitigate and report finance and support services risks.
Business Development	<ul style="list-style-type: none"> • Provide support to business development unit and programs in funding proposal development for the GHS unit; • Support the formulation and review of grant policies and procedures.

4. Required Qualifications:

4.1 Education and Knowledge

- Bachelor's degree in Accounting, Finance or other related business fields.
- Master's degree is an added advantage.
- CPA (K) or ACCA certification required.
- ICT proficiency in using accounting packages and ERP software.

4.2 Experience

- 4- 6 years of experience in Accounting/Finance and Grants Management.
- Experience managing grants, and donor compliance at a regional/multi-country level.
- Previous experience with a grants management system preferred.
- Experience developing manuals and tools for grant and sub-grant management.
- Experience managing statutory and donor audits.
- Substantive experience working in the NGO sector, dealing with multiple donor funds, and meeting different donor reporting requirements.



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4.3 Skills

- Exceptional verbal and written communications skills and the ability to interact effectively with others, both internally and externally.
- Excellent time management skills, with the ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality.

5 HOW TO APPLY?

Interested? Please visit our website <https://recruitment.amref.org:1445/account/Login/> 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 **March 10th, 2023**. 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.