



JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Regional Grants Manager, West Africa Hub
REPORTING TO	Regional Program 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

Reporting to the Regional Program Manager, the Regional Grants and Compliance manager will provide leadership for the effective management of the grants scheme of the SLL Program.



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3. JOB RESPONSIBILITIES

- Manage the resources for the grant component, ensuring equitable distribution geographically, per intervention area, and Civil Society Organizations compliance;
- Identify priorities in accordance with Amref’s strategic approaches and mission, and prudently utilizes project assets to fulfill Amref mission;
- Provide leadership for the grants scheme toward meeting stipulated outcomes and targets;
- Review the grants financial manual and grants operational manual to guide Amref and partners in the smooth implementation of the grants scheme;
- Provide leadership in financial management training, mentoring, monitoring, reporting and financial systems strengthening of the Civil Society Organisations;
- Receive and review proposal/grant application summaries from field sub grantees and analyze them for adequacy, efficiency and appropriateness for grant support;
- Update and continuously disseminate proposal guidelines to potential grantees and ensure sufficient grant demand is created;
- Coordinate, review, amendment and oversee implementation of partner’s agreements/contracts and ensure timely compliance with the provisions of the contract;
- Design and conduct grants related operation research in liaison with the program teams; and Foster Amref’s visibility, programme integration and growth by participating in relevant meetings and developing new grant initiatives;
- Responsible for partners/ Civil Society Organisations with regard to providing technical support on issues that relate to grant utilization and compliance and overseeing cost management;
- Work with the grants officers and field partners to harmonize and foster consistency in communication with all partners on issues that relate to the grant component in the programme area;
- Assist in writing concept notes, project ideas and proposals and ensure their timely submission;
- Coordinate the timely review of Civil Society Organisations’ reports, provide feedback and ensure timely disbursement of grants;
- Review and update Civil Society Organisations’ assessment and reporting tools;
- Harmonize reporting and accounting practices of grantees including standardization of costs across the partnership;
- Work with the programme teams and grant officers to document and disseminate best practices and lessons learned and current issues in grant management on regular basis (including the grants toolkit);
- Continuously monitor the system to ensure data integrity;
- Supervise and develop the capacity of Grant Officers and Grants Assistants to foster the effective and timely implementation of the grant component; mentoring and coaching of the Grant Officers;
- Ensuring optimal performance of the grants team.



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4. Required Qualifications:

4.1 Education and Knowledge

- Master of Business Administration (MBA) from a recognized University.
- Undergraduate degree in Economics, Commerce, Finance, Accounting or related business field; and Qualified Accountant.

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.

4.3 Skills

- Proven management experience in supervision of staff in cross-functional teams;
- 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;
- Excellent skills in analysis, training and mentoring others;
- Proven skills in project management, documentation, monitoring and evaluation and budget management;
- Excellent networking and relationship building to effectively collaborate with NGOs, GOM, CSOs, FBOs, Institutions and Private sector;
- Excellent computer skills including database management; and Good presentation skills;
- Professional grants management experience within NGOs; understanding of community development;
- Proven capacity building and mentoring of grassroots and National Civil Society Organisations.
- Grassroots Civil Society Organisations communication language, both written and oral, including report writing.
- Pre-funding assessment of Civil Society Organisations and proposal review; Contract design and compliance management;
- Data analysis, budget and report review for Civil Society Organisations;
- Developing manuals and tools for grant design & development; and Staff Supervision, development and mentoring;
- Demonstrated capacity to generate and implement new ideas.



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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.



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