



## JOB DESCRIPTION

1 IDENTIFICATION	
1.1	<b>JOB TITLE</b> Senior Grants Manager
1.2	<b>REPORTING TO</b> Head of Finance - Programmes
1.3	<b>DEPARTMENT</b> Directorate of Finance
1.4	<b>DUTY STATION</b> Amref Health Africa Headquarters, Nairobi, Kenya; with at least 50% travel to Country Offices

### 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 **Senior Grants Manager** is responsible for overseeing the efficient and effective management of subgrants across the organisation. S/he will work with the Grants Teams in all Amref Country offices to ensure a standardized approach to sub-granting. S/he is responsible for grant monitoring and capacity building of recipients including internal control procedures, ensuring compliance with Agreement and Sub-agreement(s) terms and conditions. S/he will oversee & ensure effective administration of sub-grants to enhance accomplishments of project's activities and deliverables.

### PRINCIPAL RESPONSIBILITIES

- Provide technical support, guidance and coaching to country teams on Amref's grants management policies, procedures and processes.
- Prepare and submit periodic reports to management and provide recommendations to improve subgrants management & performance.
- Support and participate in field-level program monitoring visits in collaboration with other technical, operations and MEAL teams.
- Contribute to continuously improving internal grant management systems and regularly updating Amref's Grants Manual
- Provide an internal helpdesk that will be geared towards resolving ad hoc issues affecting the grants team and the sub-recipients.
- Lead on organisational assessments of subgrantees by providing appropriate tools and support

programmes to conduct pre and or post-award due diligence assessments.

- Contribute to the capacity building of subgrantees as required and identified in partner assessments.
- Review Subgrant agreements (including modifications and annexes where applicable) and coordinate their review or signing with the relevant Programmes, Compliance, and Legal units.
- Coordinate with respective budget holders and finance to ensure partner budgets are correctly allocated and aligned.
- Provide technical support to countries and relevant budget holders on subgrantee budget & expenditure monitoring and recommend budget revisions as necessary.
- Conduct visits to country & field offices to support with capacity building of grants staff and subgrantees.
- Support programmes and business development teams in pre-award vetting and pre-award assessments of partners.
- Maintain an updated contact list and other information for all Amref's subrecipients.
- Maintain trackers such as audit, reporting, reconciliations, and monitoring for subgrantees.
- Ensure financial and other key documents and files related to sub-grants are maintained per Amref's and donor policies.
- Support country grants teams and subgrantees to prepare and complete their cost proposals during the application process to ensure compliance with Amref and donor rules.
- Support and participate in external audits, internal audits, and compliance reviews, as required, to ensure compliance with Amref and donor requirements and generally accepted accounting practices.
- Monitor the effectiveness and adequacy of the subgrant management policies and procedures and suggest and implement improvements.
- Support programmes with subgrant start-up and closeout processes.
- On a sample basis, review subgrantees financial reports for correctness, completeness, timeliness, and compliance across the organisation.
- Provide overall leadership to the Grants team, coordinate grants team meetings, contribute to their annual performance reviews and provide feedback throughout the year; and contribute to their professional development.
- Ensures subgrantees' inquiries and needs are promptly addressed to develop and continue positive relationships between Amref and the subgrantees.
- Support the Business Development and Country Teams in grant writing and proposal development.
- Maintain a broad and deep understanding of relevant donor policies, regulations, and procedures.
- Lead in the development of sub-recipient capacity-building plans and development of Training materials.
- Spearheaded the rollout of Amref's Organizational Development System Strengthening (ODSS) programme.

## **REQUIRED QUALIFICATIONS AND EXPERIENCE**

- At least a Bachelor's degree in accounting, finance, or related field.
- Master's degree in Business related fields will be an added advantage.
- CPA (K) or ACCA required.
- At least Ten (10) years of experience in Accounting/Finance and Grants Management, preferably in donor-funded programs in the health sector.
- Experience managing grants, subgrants, procurement, and compliance with donor regulations.
- Experience in subgrant management information systems is a plus.
- Experience developing manuals and tools for grants and subgrants management.
- Proficiency in using accounting software, with knowledge of Microsoft Dynamic Navision being a plus.
- Exceptional verbal and written communication skills and the ability to interact effectively with others, both internally and externally.
- Ability to manage responsibilities independently under general direction, exercise sound judgment, and work as a collaborative team member in a global environment.

## 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 **March 22, 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 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.*