



Strathmore

UNIVERSITY

BUSINESS SCHOOL

SBS VACANCY ANNOUNCEMENT

JOB TITLE: Grants Manager

DEPARTMENT: Strathmore University Business School

REPORTING: Associate Director, Grants

BASIC JOB SUMMARY:

The job holder is responsible for providing grants management support for all research grants and projects within the Strathmore University Business School.

MAIN DUTIES AND RESPONSIBILITIES:

Provide operational support to the Associate Director, Grants in the grants' portfolio management. This includes coordination and operational support to all research entities at the Strathmore University Business School.

1. Grant Development and Portfolio Growth

- Work with research entities to identify and facilitate application for competitive research grants.
- Assess and advise on the feasibility of committing University resources into specific competitive bids, mobilizing faculty and potential partners into effective teams for specific bids and supporting potential grantees in submitting competitive bids.
- Administratively supporting potential grantees by ensuring necessary authorizations and application gateways and platforms are valid.
- Work with faculty through their research entities, in developing grant applications for institutional strategic priorities and to support scholarly activity.
- Proactively research grant opportunities and reach out to faculty and university partners and support submitting of applications.
- Collate information, draft and/or edit all major proposals submitted by the school.

2. Research Partnership

- Establish and maintain research relationships and partnerships to encourage more funds from grantors, and industry.
- Assist in negotiations of research related contracts and research partnership agreements in liaison with the legal office.

3. Grant Management

- Track progress of research entities research activities undertaken within the school and maintain an up-to-date status of all current research.
- Ensure grantors conditions for disbursement of research funds are addressed and implementation of grants are aligned to institutional policies and in line with grantors and stakeholders.
- Work collaboratively and liaison with the support offices to create and manage grants. This includes procurement, budget, staff requisition, among other functions.
- Monitor progress of approved applications and facilitate communication to funding sources in the form of quarterly, annual and final reports
- Ensure provision of administrative support for grant making activities and/or other opportunities by effectively managing resources and identifying administrative needs of various programs.
- Oversee and manage the update of grants system with relevant grants / grantee information.

JOB REQUIREMENTS

The post holder will be required to have and to demonstrate evidence of the following qualifications:

- Postgraduate degree (Master) degree in social sciences or management field.
- At least 3 years of work-related skills, knowledge and experience is required.
- Understanding of research grants landscape for various institutions.
- Management qualification is an added advantage.

COMPETENCIES AND ATTRIBUTES

- Operational Decision Making
- Passion for Results

- Leading Change
- Leading Teams

Are you qualified for this position and interested in working with us? We would like to hear from you. Kindly send us a copy of your updated resume and letter of application (**ONLY**) quoting “**Grants Manager**” on the subject line to careersbs@strathmore.edu by end of the day (5:30 pm) **Wednesday, 21st May 2025.**

Due to the large number of applications, we may receive, kindly note that only the shortlisted candidates will be contacted.

Please be advised that Strathmore University is an equal opportunity employer and does **NOT** ask for money from applicants under any circumstances during its recruitment process. Interested applicants are encouraged to exercise caution upon receiving any such interview opportunity that requires payment of any money.