UNIVERSITY OF NAIROBI

EXTERNAL JOB VACANCIES (PROJECT POSITION)

Applications are invited for the following position:

GRANTS MANAGEMENT ASSOCIATE (GMA), USAID FAHARI YA JAMII PROJECT – AD/12/231/21 - (2 POSTS)

The Project

The University of Nairobi has received funding from the United States Agency for International Development (USAID) to support implementation of the Kenya Health Partnerships for Quality Services (HIV, FP/RMNCAH, Nutrition and WASH) in Nairobi and Kajiado Counties through the USAID Fahari ya Jamii Project. To successfully implement the Project seeks to competitively fill the above position:

The Position

This is a full-time position based in Nairobi and Kajiado Counties.

Job description

Reporting to the Grants and Compliance Manager (GCM), the Grants Management Associate (GMA) will be responsible for the administrative management and compliance oversight for sub award agreements. The Grants Officer will support the project and will be responsible for the preparation of outgoing agreements, disbursements to sub awardees, reconciliations, maintaining grants file and tracker. In addition, this role will work with project teams to ensure compliance and oversight from implementation through closeout. The Grants Management Associate, in collaboration with the Grants and Compliance Manager will advise staff on contractual and grant issues, management of risks and reporting requirements and donor compliance.

Job specifications

At a minimum, the Grants Officer will have:

- A Bachelor's Degree in Business Management/Administration or related field
- Five (5) years' experience in Donor compliance/Grants management
- Experience with MS Word, Excel and any other Enterprise Resource Planning (ERP).
- Demonstrated Knowledge and Experience in USAID Rules and Regulations.

Terms of appointment

This a position whose tenure is one (1) year contract renewable based on performance and by mutual consent. The salary is negotiable depending on the level of education and work experience.

NOTES

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees indicating their telephone contacts and e-mail contacts.
2. Applicants must indicate on the application the preferred location (Nairobi or Kajiado).
3. Applications and related documents should be forwarded through applicants' Heads of Departments, where applicable, and be addressed to the Director, Human Resource, University of Nairobi.
4. Applicants should state their current designations, salaries and other benefits attached to those designations.
5. The application letter must bear the reference code indicated in the advertisement.
6. Late applications will not be considered.
7. Applications should be emailed to recruit-gmafjp@uonbi.ac.ke as one file in PDF.

CLOSING DATE: FRIDAY DECEMBER 17, 2021

THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER. ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.