



UNIVERSITY OF NAIROBI

EXTERNAL JOB VACANCY (PROJECT POSITION)

Applications are invited for the following position:

GRANTS OFFICER (GO), USAID FAHARI YA JAMII PROJECT - AD/6/90/23, 1 POST

The Project

The University of Nairobi received funding from the United States Agency for International Development (USAID) in 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. This is a five-year project that began in April 2021.

The position

The Grants Officer is a full-time position, to be based in our office in Nairobi.

Duties and Responsibilities

Reporting to the Grants and Compliance Manager (GCM), the Grants Officer will be responsible for the administrative management and compliance oversight for sub award agreements. The Grants Officer will support the GCM in preparation of outgoing agreements, disbursements to sub awardees, reconciliations, maintaining grants file and tracker. In addition, this role will build the capacity of the project teams and sub awardees to ensure compliance in the project implementation and management through to closeout. The Grants Officer, 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:

- i) A Bachelor's Degree in any of the following fields Accounting, Finance, Business Administration or any other related field
- ii) CPA Part 3 Section 5 certificate.
- iii) Five (5) years' experience in Donor compliance/Grants management
- iv) Experience with MS Word, Excel and any other Enterprise Resource Planning (ERP).
- v) Demonstrated Knowledge and Experience in USAID Rules and Regulations.
- vi) Experience working with Counties Sub awardees will be an added advantage.

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, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be forwarded to the Director, Human Resource, University of Nairobi.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code indicated in the advertisement.
5. Late applications will not be considered.
6. Applications should be emailed as one file in PDF to: recruit-grantsofficer@uonbi.ac.ke

CLOSING DATE: THURSDAY, JULY 13, 2023

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