



UNIVERSITY OF NAIROBI

EXTERNAL JOB VACANCIES (PROJECT POSITION)

Applications are invited for the following position:

GRANTS AND COMPLIANCE MANAGER (GCM), USAID FAHARI YA JAMII PROGRAM, ADMINISTRATION DEPARTMENT - AD/7/173/21 - (1 POST)

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.

Job description

Reporting to the COP, the GCM will provide overall technical support in management of sub-grantees including organisational capacity assessment, training program and financial management. He or she will ensure grants or contracts are well administered and that program and support teams are fully informed of relevant donor compliance regulations and organizations procedures to support on-track, on-time, and on-budget implementation. The GCM will oversee overall compliance in program implementation including development of work-plan, monitoring for and management of risks, reporting requirements, and overall donor and prime recipient rules and regulations.

Job specifications

At a minimum, the GCM will have:

- A Master's degree in Business Management or related field
- Seven (7) years' senior level experience in donor compliance/grants management
- Those with postgraduate training in Public Health or Monitoring and Evaluation will have a distinct 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 indicating their telephone contacts and e-mail contacts.
2. 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.
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 to recruit-gcm@uonbi.ac.ke as one file in PDF.

CLOSING DATE: FRIDAY, AUGUST 13, 2021

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