

### **Internal Advertisement**

AMREF is the largest indigenous health development non governmental organization based in Africa. Working with and through African communities, health systems and governments, AMREF aims to close the gap that prevents people from accessing their basic right to health. With headquarters in Kenya, AMREF has programmes in Ethiopia, Uganda, Somalia, South Sudan, Kenya, Tanzania and South Africa. Employing over 800 staff and with an annual operating budget of approximately \$70 million, AMREF is a knowledge resource for donors and partners. For more information visit our website [www.amref.org](http://www.amref.org)

APHIA II Eastern Project (OVC/HCBC component) is a community focused initiative to control HIV/AIDS. The project works with Local Implementing Partners (LIPs) providing them with grants and building their capacity to implement quality HIV/AIDS interventions targeting OVC and people living with and affected by HIV/AIDS in the community. The project is implemented as a consortium and it is funded by USAID.

GRANTS OFFICER – Ref. No. KCO/HR/IA/009/2010  
(One Year Contract with possibility of renewal)

The incumbent will be based in Embu and will report to the Project Manager. S/he will lead the grants component of APHIA II programme in the Eastern Province.

Specific areas of responsibility will include:

- Manage the resources for grant component in the province, ensuring equitable distribution and LIPs compliance as per set guidelines.
- Work with the project manager and field project staff to harmonize and foster consistency in communication with all partners on issues that relate to grant component within the project.
- Receive and review proposals/grant applications to assess compliance with relevant guidelines and carry out technical reviews.
- Assist in reviewing and finalizing budgets with the LIPs, the preparation of contracts/agreements for the LIPs in the province and the follow up on compliance.
- Provide feedback to all the applicants and handle correspondences and matters in regard to grant application in consultation with the project manager and project staff.
- Participate in the capacity assessment of the potential grantees and follow up training to build their skills.
- Mentor LIPs and provide technical advice and capacity development to plan, implement, monitor and report on grants awarded.
- Receive and review grants reports from all funded LIPs and recommend any measures that may be appropriate for the success of the project.

#### Required - Qualifications, Experience and Skills:

The ideal candidate should have an undergraduate degree in economics, commerce, finance, accounting or related business studies and professional accounting qualification, preferably CPA(K), or its equivalent with at least three years hands on experience in Grants Management within an NGO.

The candidate should have proven abilities/experience in managing CSOs grants. Understanding community development issues. Proven capacity building and mentoring of grass-root CSOs. Communicating and networking with grass-root CSOs. Pre-funding assessment of CSOs, contract design and compliance management, data analysis, budget and report review for CSOs. Knowledge of HIV/AIDS policy issues. Should be computer literate with good reporting and presentation skills and a team player.

If you feel that you meet the criteria please send your application and CV including details of your remuneration requirements and contact details of three work-related referees to:-

The Human Resources Manager, AMREF in Kenya

[recruitment@amref.org](mailto:recruitment@amref.org).

We regret that only short-listed candidates will be contacted. Please quote the position and reference number provided in the email subject matter. The closing date for submitting applications is Jan, 27<sup>th</sup> 2010.

*AMREF is an equal opportunity employer and has a non-smoking environment policy*