HJFMRI is seeking a Grants and Compliance Manager for an upcoming USAID-funded multi-year project - KENYA HEALTH PARTNERSHIPS FOR QUALITY SERVICES (KHPQS). The purpose of the project is to increase use of quality county-led health and social services in select counties in Kenya. This is a service delivery project at the county level, providing HIV care and treatment; services to orphans and vulnerable children (OVC) and adolescents; and services in the areas of family planning/reproductive, maternal, newborn, child and adolescent health (FP/RMNCAH), nutrition, and water, sanitation and hygiene (WASH). The KHPQS will support the Government of Kenya (GoK) in attaining its goal of addressing the HIV/AIDS response, safeguarding the rights and welfare of children and adolescents impacted by HIV/AIDS, and ensuring equitable access to and use of quality primary health care.

Job Summary

The Grants and Compliance Manager will be responsible for oversight and management of the grant’s portfolio under this activity. S/he will also oversee the capacity building component of the activity, with focus on strengthening internal systems, financial management of the sub-recipients and counties and building their competence in overall program management.

Lead and develop a team of office of grant and contract professionals who are responsible for all aspects of incoming and outgoing awards review and negotiation. This includes working with the Legal counsel on drafting agreements, interpreting language, and applying rules and regulations from the funder.

Responsibilities:

- Provide strategic vision and oversight for awards management
- Responsible for the strategy, budgeting, implementation, and evaluation of sub agreements. This includes applying highly specialized acquisition and assistance knowledge, skills and abilities under USG funding.
- Maintain a comprehensive understanding of USG, rules and regulations, circulars and keep abreast of changes in USAID landscape.
- Oversee the creation and implementation of new business processes associated with subaward management, as well as contribute to policy and design changes.
- Provide oversight to sub grantees’ sub-granting procedures and ensure that they are in compliance with USG/donor requirements and that they are trained on all policies.
- Develop and implement key performance indicators (KPI) on donors reporting, procurement efficiency, asset and inventory management
- Design and implement a framework and process for audit corrective action
- Conduct continuous assessments on sub grantees and oversee capacity building plans and provisions in financial and grant management for all sub-grantee recipients and the project counties
Minimum Required Qualifications:

- Master’s Degree in Business, Procurement, Accounting, Finance, Management, Auditing, Economics or related field
- A minimum of 7 years’ experience in the NGO sector in Senior Grants/Compliance Management positions.
- In-depth understanding and experience of working with proposals and contracts from donors. Experience of complex planning and budgeting processes including the ability to provide clear guidance on donor policies and procedures.
- Experience with progressively increasing responsibility in the management of a successful sub-granting portfolio, preferably with a bilateral or multilateral program will be highly preferred.
- Demonstrated experience in working with high level government, civil society and donor institutions.
- Experience in Managing USAID projects is an added advantage.

Application procedure:

If you meet the minimum requirements, submit your application & CV via email to nairobijobslogin@hjfmri.org indicating the position you are applying for by August 27, 2020. Applicants must put the TITLE OF THE JOB in the SUBJECT LINE. Those who do not meet the minimum requirements as detailed in the job description will not be considered. Only successful candidates will be contacted.

This position is contingent to the successful award of the contract.