USAID Dumisha Afya

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JOB ADVERTISEMENT

USAID Dumisha Afya project is a five-year USAID funded service delivery project, under the auspices of Moi Teaching and Referral Hospital (MTRH), whose aim is to provide sustainable efforts in access to health care by increasing the use of county-led health and social services in Bungoma and Busia counties through support from the American people. This is a service delivery project at the county level, providing HIV prevention, Care and Treatment services. The project is expected to support the Government of Kenya (GoK) in attaining its goal of addressing HIV/AIDS, 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 services by the most vulnerable.

Applications are invited for the following vacant position in the USAID Dumisha Afya Program:

POSITION: GRANTS AND COMPLIANCE OFFICER II – 1 POSITION
SITE: BUNGOMA COUNTY
JOB GROUP: RS 9

Duties & Responsibilities:

Reporting to the Chief of Party through Manager Grants and Compliance, the incumbent will among others be responsible for the following:

- **Sub-agreement Administration**: Participate in the evaluation of potential sub-recipients’ proposals and conduct the pre-award and risk assessments for all potential partners and documentation the process.
- **Monitoring and Support of Sub-recipients**: Provide ongoing support to sub-recipients to improve their financial, operations and administrative performance, build their operational capacity, and reduce the risk to the project and MTRH-USAID DUMISHA AFYA Project.
- **Budgeting and Financial Reviews**: Responsible for subaward budgeting, reviewing monthly financial reports and cash requests and monitoring actual expenditures against budgets/ceilings, documenting material variances for program and partners, work closely with program officers and partners to minimize deviations from planned spending.
- **Undertake project compliance reviews in accordance with Donor and AMPATH regulations**: Reviewing staff/activity imprests, requisitions for procurement of commodities and services in line with approved work plans, costed procurement plans in compliance with AMPATH policies, procedures, and SOPs in accordance with statutory regulations, donor regulations and best industry practice.
- **Assist in ensuring project overall compliance with Host Country, Donor and AMPATH rules and regulations.**

Qualifications & Experience:

- Bachelor’s degree in accounting, Finance, Business Statistics and Management, Economics, or any other related field required.
- Professional qualification: CPA(K), ACCA
- Minimum 3 years’ experience field and technical in Grants and Compliance management in USAID or other U.S. Government-funded grants administration. Experience in an international non-profit organization is preferred.
- Knowledge of Federal compliance rules, regulations, and standards associated with USG funds and non-profit accounting organizations.
- Proficient computer/software skills, including a command of MS Word and Excel. Experience with Navision a plus.
- Excellent organizational skills, ability to work independently, assess priorities, problem-solving and analytical skills with a high level of attention to detail and accuracy; and manage a variety of activities without deviation to detail.
Good computer skills in business software (Excel, MS Project, and PowerPoint).
Track record of building strong client and stakeholder relationships.

Terms of Employment
The successful candidate will be engaged on one year contract, with a possibility of renewal subject to availability of funds, satisfactory performance and need for the service. Candidates who meet these requirements and are interested should submit signed application letter, copies of certificates together with detailed curriculum vitae on or before 18th July 2024 at 5:00 pm to the address below:

Chief of Party,
USAID Dumisha Afya Program,
Bungoma.

Applications are received at recruitment@usaiddumishaafya.or.ke

Only e-mail applications are accepted.

Please note only shortlisted candidates shall be contacted.

"USAID Dumisha Afya is an equal opportunity employer."

[Stamp: CHIEF OF PARTY USAID Dumisha Afya
Signed: APPROVED 2024]