

## VACANCY ANNOUNCEMENT GRANTS MANAGER

LVCT Health is an established Kenyan NGO that is renowned for the implementation of health programs at scale in Kenya. Through its vision of **Empowered Healthy Communities**, LVCT Health is a leader in designing and implementing innovative HIV prevention and treatment approaches, sexual and reproductive health and gender-based violence programs reaching the most vulnerable populations. The organization works with the government and other stakeholders at the national and county levels.

LVCT Health seeks to fill in the following position:

<b>POSITION:</b>	<b>Grants Manager</b>	<b>GM/LVCT/09/2022</b>
<b>REPORTING TO:</b>	Operations Director	
<b>LOCATION:</b>	Nairobi	

### Job Purpose

The primary responsibility of this role is to provide overall coordination of LVCT Health's grants portfolio, overseeing the compliance with the various awards and Sub-award agreements requirements and LVCT Health policies.

The manager will have a broad and deep understanding of the relevant donor rules and regulations and proactively identify compliance risks throughout the overall grants portfolio. In addition, S/He will work collaboratively with the LVCT Health HQ and project/program teams, ensuring that LVCT Health complies with the requirements of the various grants.

S/He will develop and embed best practices in grants management in compliance with the various donors' rules and regulations.

This position reports to the LVCT Health Operations Director and works collaboratively with the Finance & Grants Departments at the LVCT Health HQ and Field project offices.

### Key Responsibilities

#### Grants Management

- Maintain up to date grants forecasts for the management, indicating all pertinent information for each grant that includes but not limited to start date, end date, type of agreement, region, cost and revenue etc.
- Develop and maintain grants Dashboards for presentation to the LVCT management team.
- Carry out orientation and sensitization of the staff to the grant management policies and ensures necessary adherence.
- Ensure safe custody of documentation of all the awards & Sub-award/Sub agreement including all modifications/renewals and terminations.
- Prepare a synopsis of awards sensitization to the LVCT Health projects' staff.
- Proactively lead on the development and execution of the closeout plans for the respective awards

- Ensure that respective grant close out addresses all the obligations of LVCT Health are met without any financial and programmatic risk exposure to LVCT Health.
- Ensures that the financials of LVCT Health are reconciled and cleared before the closure of any award agreement and provides a certificate of zero liability before formal closure.
- Provide capacity building support to both the LVCT Health HQ and Field Project teams on grant management
- best practices ensuring compliance with respective award requirements.
- Take lead in the development of awards workplan budgets and budget monitoring
- Ensure grants and contracts are well administered and that program and support teams are kept updated on the respective donor regulations and requirements including keeping track on programmatic implementation and budgets.
- Maintain grant management Tools for adoption in grant management processes by the respective grants team
- Manage all grants reporting to ensure timely delivery of high-quality reports that meet donors and LVCT requirements.
- In collaboration with the finance team, support the program technical leads and operations staff with understanding the financial reporting requirements and budget monitoring of the grants
- Support the program staff in budgeting, grant revisions, modifications, no-cost extensions and budget realignments
- Compile monthly overall grants budgets vis expenditures reports

#### **Sub-Awards Management**

- Take lead in pre-award risk assessment for potential sub-recipients and develop capacity building plans to address identified needs.
- Take lead in the review and approval of sub grantee work plan and budgets.
- Provide trainings to sub-grantees on compliances with donor regulations and Sub-award reporting requirements
- Lead audits of sub-grantees.
- Reviews financial reports and funds requests for accuracy and compliance with respective sub-award agreements.
- Support in setting up of accounting and reporting systems for the sub-awardees, and the training of sub-awardees personnel as necessary.
- Act as the liaison for LVCT Health and sub-awardees on emerging issues
- Maintains up to date and accurate award/Sub-grant Tracker indicating award amounts, cumulative obligations and reported expenditures and pipeline

#### **Programs Support**

- Support the programs team on budget development for new funding opportunities involving new grants and sub-grants, ensuring use of correct budget template, cost factors and indirect rates are applied.
- Collaboratively works with the technical and program teams, HR and Finance as necessary on the finalization of the budgets ensuring that the budgets are aligned with the technical proposal and the ceilings

## Qualification, Skills, and Experience

- Minimum of Bachelor's degree in Accounting, Finance. A Masters degree will be added advantage
- CPA K
- 5 years of experience in as similar position in a donor funded organization.
- Experience in USG rules & regulations
- Well-developed Interpersonal skills
- High integrity, honesty, initiative and team-player
- Ability to work with minimum supervision.
- Good oral and written communication skills.
- Ability to work under tight deadlines.

## How to apply

Interested and qualified candidates are invited to submit their applications and CV along with a cover letter expressing interest and indicating **Salary history** and **expectations** to [recruitment@lvcthealth.org](mailto:recruitment@lvcthealth.org) . The position applied for and reference number should be clearly indicated on the subject line and cover letter.

The closing date is **September 28, 2022**. Only short listed candidates will be contacted .

LVCT Health is an equal opportunity employer. Please visit our website [www.lvcthealth.org](http://www.lvcthealth.org) for more information about the organization

LVCT Health **DOES NOT CHARGE** any fee whatsoever in any part of the recruitment process

*LVCT Health is committed to preventing unwanted behaviour at work, including sexual harassment, exploitation and abuse, stigma and discrimination of individuals of various diversity, lack of integrity and financial misconduct. LVCT Health expects all staff and volunteers to share this commitment. Failure to adhere will result in disciplinary action.*