

VACANCY ANNOUNCEMENT GRANTS OFFICER

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 the position of a **Grants Officer** for the CDC-funded comprehensive HIV prevention, care & treatment project – Vukisha95 in Homa Bay and Kisii counties. The project aims to continue the acceleration of sustainable, high-quality, comprehensive HIV prevention, care, and treatment services, to achieve the 95-95-95 targets and HIV epidemic control, and to transition to a sustainable county-led service delivery model.

The project’s broad objectives are to:

- Increase demand for and access to quality HIV prevention services.
- Increase demand for and access to quality HIV treatment services.
- Strengthen capacity of county health systems, local partners and communities to deliver quality health services.

POSITION:	Grants Officer (1 Post)	GO/LVCT/09/2022
REPORTING TO:	Grants Manager – Vukisha95	
LOCATION:	Homa Bay County	

Job Purpose

The Grants Officer will be responsible for the grants management for a portfolio of sub-recipients under a U.S. Government-funded project. With support from the Grants Manager, the Grants Officer will administer sub-agreements from start-up to closeout as well as provide monitoring and support throughout the life of award to ensure compliance with LVCT Health, donor, and legal requirements as well as high performance in line with programmatic goals. The Grants Officer will also ensure that all sub-recipients have a strong financial management system that ensures transparency and accountability of resources.

Job Responsibilities

Sub-agreement Administration

- Participate in the evaluation of potential sub-recipients’ proposals and conduct the pre-award and risk assessments for all potential partners. Ensure adequate documentation of this process.
- Work closely with the relevant Partner Activity Managers and Technical Officers in developing sub-recipient’s annual operation plans and budget.
- Prepare outgoing sub awards and amendments, as needed, for review in accordance with the Signature Authority Policy
- After projects are completed, closeout grants in accordance with applicable policies and procedures.

Monitoring and Support of Sub-recipients

- Ensure compliance with financial and administrative requirements, regulations, and policies of LVCT Health and our donors.
- Provide ongoing support to sub-recipients to improve their administrative performance, build their operational capacity, and reduce the risk to the project and LVCT Health. In collaboration with the Grants Manager, track progress against capacity improvement indicators.
- Provide assistance to the sub-recipients in understanding the terms and conditions of the award and facilitate or provide any necessary training/mentoring.
- Conduct site visits and prepare reports for approval of the Grants Manager. Report all compliance findings to the Grants Manager and assist in the development of possible solutions. Appropriately document follow-up and ensure timely corrective action.
- Work closely with the Grants Manager and Activity Manager to develop annual monitoring and support plans for assigned sub-recipients, in accordance with LVCT Health policy, and ensure the monitoring and support tracker is kept up to date.
- Document evidence of monitoring and support and any compliance findings in both the award file and CGIS.

Budgeting and Financial Reviews

- Review monthly financial reports and cash requests and monitor actual expenditures against budgets/ceilings, documenting material variances and working closely with the partners to minimize deviations from planned spending.
- Ensure that all the expenditures reported by sub-awardees meet the allowability criteria prior to being charged to the award; document, disseminate and follow up on disallowed expenses.
- Monitor deadlines and ensure final deliverables from grantees conform to LVCT Health requirements. Work with the Sub-awardees to build their capacity to prepare and submit accurate financial reports by 5th of every month.
- Provide ongoing assistance in reviewing sub-awardees financial and accounting policies and procedures and also their internal control system.
- Provide relevant financial information for decision making to the sub-awardees and technical teams in order to facilitate proper program implementation.
- Ensure the cash disbursement tracking schedule is updated and circulated in a timely manner, liaising with LVCT Health HQ to minimize delays to partner funds disbursement

Required Qualifications

- Bachelor's degree in Finance, Business Management or other relevant related field required.
- CPA (K)
- Minimum 2-3 years' experience in USAID, CDC, or other U.S. Government-funded grants administration. Experience in an international non-profit organization preferred.
- Knowledge of Federal compliance rules, regulations and standards associated with USG funds and non-profit accounting a plus.
- Proficient computer/software skills, including a command of MS Word and Excel. Experience with QuickBooks/Navision a plus.
- Strong interpersonal skills and ability to work with others in a global team environment.
- Excellent organizational skills, ability to work independently, assess priorities, and manage a variety of activities with attention to detail.

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 by **September 23, 2022**. The position applied for and reference number should be clearly indicated on the subject line and cover letter.

*LVCT Health is an equal opportunity employer and **DOES NOT CHARGE** any fee whatsoever in any part of the recruitment process. Please visit our website www.lvcthealth.org for more information about the organization.*

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.