



# KENYATTA UNIVERSITY YOUNG AFRICAN LEADERS INITIATIVE REGIONAL LEADERSHIP CENTER East Africa Nairobi

## Exciting Job Opportunity

### About YALI

On July 28, 2014, the United States Government announced the creation of four Regional Leadership Centers (RLCs) in Ghana, Kenya, Senegal, and South Africa as part of the Young African Leaders Initiative (YALI). Since 2015, these Centers have improved the availability and quality of leadership training programs and professional development opportunities for young African leaders. The Centres focus on engaging young leaders from a wide range of organizations and backgrounds and with a diversity of experiences.

The Regional Leadership Center (RLC) East Africa based in Nairobi focuses on 14 countries in East and Central Africa namely, Burundi, Central African Republic, Democratic Republic of Congo, Djibouti, Ethiopia, Eritrea, Kenya, Republic of Congo, Rwanda, Somalia, South Sudan, Sudan, Tanzania, and Uganda.

The objectives of the RLC is to:

- Provide Quality Leadership Training: Centers provide courses on leadership and issues across multiple sectors.
- Support Entrepreneurship: Centers provide entrepreneurship support services, including mentoring, technology, and access to capital.
- Enhance Professional Networking: Centers offer young leaders the opportunity to connect with each other, experienced professionals, and experts from across the region.

## **POSITION: GRANTS MANAGER**

### **Main Purpose of Job**

The Grants and Compliance office provides overall technical support in managing grants, including organisational capacity assessment, capacity building, and financial management. They ensure that grants or contracts are well administered and that program and support teams are fully informed of relevant donor compliance regulations and organizations' procedures to support on-track, on-time, and on-budget implementation. The GCM oversees overall compliance in program implementation including the development of work-plan, monitoring for and management of risks, reporting requirements, and overall donor and prime recipient rules and regulations.

### **Grants Management**

- Monitor and coordinate all phases of grants from application through close-out, including grants administration, compliance, reporting, and compliance with approved budgets, contract terms, and legal or regulatory requirements
- Ensure grants and contract budgets align with Project and institutional budgets and forecasts.
- Revise all proposed grants budgets prior to submission to ensure consistency with proposal requirements; accuracy in calculating salaries, direct and indirect expenses; compliance with established regulations; and make recommendations to program staff for revisions when appropriate.
- Coordinate with management to ensure compliance with due dates for submission of budget, technical and programmatic reports to federal agencies.
- Read all proposed sub-contract and sub-grant agreements and applications to ensure compliance with terms of contract and grant agreements between YALI and its funders.
- Actively monitor sub-recipients, and serve as liaison between program teams and finance team.

### **Budget Management and Reporting**

- Support the Finance team to monitor project costs for the purpose of identifying discrepancies, resolving problems and/or issues, and ensuring that expenditures are in line with budget limits.
- Closely work with the Finance lead to streamline internal and external financial reports and reporting processes to deliver more efficient, effective, and useful reports and analysis for decision making.
- Support the Finance and program teams in development of comprehensive annual program budgets.
- Work with members of finance team during annual audit to ensure that relevant information is transmitted to the auditors in a timely manner.

### **Internal controls, Risk and Fraud Management**

- Work with finance team and program staff to ensure that key processes and systems are in place to manage grant risk assessments, donor financial compliance, and reporting management processes
- Review and update, implement and maintain Grants management procedures and control measures to ensure compliance to YALI overall policies, generally accepted accounting

standards, external donor requirements and national laws and regulations, identifying corrective measures as required.

- Closely work with the university procurement department to develop and implement procedures for assessing the value for money that in the YALI project

#### **Capacity building and training**

- Build capacity of the project team on grant management, general accounting and internal controls thus ensuring compliance
- Closely work with finance to orient the project staff on the donor, YALI operating procedures and requirements.
- Closely work with the management and university to ensure that project procurement complies with both donor and YALI policies and procedures.
- Train all staff on the USG grant and compliance requirements and monitor adherence.

#### **Minimum Qualifications**

- Bachelor's degree in Business, Procurement, Accounting, Finance, Management, Auditing, Economics or related field.
- A minimum of 5 years' experience in NGO sector Grants/Compliance Management positions, preferably in USG funded projects.
- Previous USAID experience in grant management and grant processing
- In-depth understanding and experience of working with proposals and contracts from institutional donors.
- Experience in planning and budget processes, including providing clear guidance on donor policies & procedures.
- Up to date knowledge and understanding as well as experience in forecasting, negotiating, and implementing the US Government funding.

**Email your application package including application letter, detailed CV,  
copies of testimonials and details of your referees to:  
[recruitment@yalieastafrica.org](mailto:recruitment@yalieastafrica.org)**

**The application deadline will be Wednesday, 28<sup>th</sup> December, 2022 at 5.00  
pm E.A.T.**