



## **UNIVERSITY OF NAIROBI EXTERNAL JOB VACANCIES (PROJECT POSITION)**

Applications are invited for the following position:

**GRANTS OFFICER (GO), USAID FAHARI YA JAMII PROJECT ADVERT REF, AD/1/9/25  
- (1 POST),**

### **The Project**

The University of Nairobi is implementing a United States Agency for International Development (USAID) project (USAID Fahari Ya Jamii) to support implementation of the Kenya Health Partnership for Quality Services (HIV, FP/RMNCAH, Nutrition and WASH) IN Nairobi and Kajiado Counties.

### **The Position**

This is a full-time position based in Nairobi and Kajiado counties, reporting to the Grants and Compliance Manager (GCM).

### **Duties and Responsibilities**

1. Administrative management and compliance oversight for sub award agreements.
2. Preparation of outgoing agreements, disbursements to sub awardees, reconciliations, maintaining grants file and tracker.
3. Work with project teams to ensure compliance and oversight from implementation through closeout.
4. In collaboration with the Grants and Compliance Manager will advise staff on contractual and grant issues, management of risks and reporting requirements and donor compliance.

### **Job specifications**

1. Bachelor's Degree in Accounting, Finance, Business Administration or related field CPA Part II.
2. Three (3) years' experience in donor compliance/grants management.
3. Experience working using MS Word, Excel and any other Enterprise Resource Planning (ERP).
4. Demonstrated knowledge and experience in USAID rules and regulations.
5. Experience working with counties sub awardees will be an added advantage.

## **Terms of appointment**

This a short-term position running up to September 30, 2025. The salary is negotiable depending on the level of education and work experience.

## **NOTES**

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be forwarded to the Director, Human Resource, University of Nairobi.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code indicated in the advertisement.
5. Late applications will not be considered.
6. Applications should be emailed as one file in PDF to: [recruit-gofyjp@uonbi.ac.ke](mailto:recruit-gofyjp@uonbi.ac.ke)

**CLOSING DATE: JANUARY 30, 2025**

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY  
EMPLOYER ONLY SHORTLISTED APPLICANTS WILL BE  
CONTACTED.**