



Job Opportunity

Position: Grants Officer
Location: KMET Offices, Kisumu
Duration: 1 (One) Year contract, Renewable based on performance
Reporting to: Finance Manager
Availability: Immediately

Opening Date: 20th December, 2016

Closing Date: 20th January, 2017

Background

KMET is a local non-governmental organization founded and registered under the Kenya Trustees Act in 1996. It was formed to create, establish and manage health, education and development programs; promote and manage medical institutions to provide and sustain comprehensive clinical and educational facilities and services of the highest quality throughout Kenya. KMET has maternal health related interventions in 17 of Kenya's 47 Counties with some of the poorest maternal and newborn health indicators.

In order to meet the growing demand for grants management and financial compliance we are hiring a suitable candidate as a **Grants Officer:**

Purpose of this position

- Ensure adequate financial systems in place and accounting practices and standards are adhered to, and are in accordance with quality and policy requirements from respective donors and the government.
- Build capacity of colleagues on compliance and regulations
- Ensure procurement procedures are in alignment with KMET policies.
- Ensure implementation of audit recommendations
- Implement financial policies in accordance with KMET financial policy, donor rules and regulations and local financial regulations.

Major Responsibilities:

1. Prepare financial plans, proposal budgets, amendments, and extensions for the life of a grant award up to and including close-out.
2. Directly involve in grant-writing by coordinating with grant writers or coordinators on budgets.

3. Analyze spending trends and provide feedback and analysis to team leaders and field colleagues on areas with significant over- or under spending
4. Maintain overall budget control and monitor cash flows and expenditures
5. In consultation with Finance Manager , advise Project Coordinators on cost allocations, general accounting, internal controls and administrative systems as required
6. Analyze spending trends and provide feedback and analysis to respective team leaders and field colleagues on areas with significant over- or under spending.
7. Provide up to date analysis and required reports of the financial situation in the project to the ED for management decision making and donors for compliance

Desired Qualifications:

- Degree/Masters Qualification in Finance/Accounts/ Banking or related areas
- At least 3 years of accounting and/or grants management experience
- USG/DFID grant management experience will be an added advantage
- MUST be CPA III and above accredited.
- Strong background in financial management Systems
- Must be able to work in a cross-cultural environment

Application Process:

Send your Cover letter with expected salary and CV to:

hr@kmet.co.ke clearly indicating on the email heading: 'Grants Officer'.

Or send to:

KMET Offices,

Tom Mboya Estate, Along Kondele-Nyawita road,

P.O BOX 6805 – 40103, Kisumu

NOTE: Only shortlisted candidates will be contacted

KMET is an equal opportunity employer