

Project title:	Business Advocacy Fund – BAF, Phase III (BAF III) Kenya 2016 – 2020
Position:	Grant Officer
Location:	Kenya
Eligible nationalities:	All nationalities
Start of project:	July 2016
Assignment duration:	Phase I – 27 months / Phase II – 16.5 months
Deadline:	10/04/2016
Objective of the project:	BAF III includes an explicit focus on improving the policy and regulatory framework for a green economy. BAF III will directly address the objective of the thematic programme, expand the media support and add a fifth component on knowledge management.
Qualifications required:	<p><u>Qualifications and skills:</u></p> <ul style="list-style-type: none"> • Must have a minimum of 5 years of grant management experience at senior level on a donor funded project. • Must have a minimum of a graduate degree in finance, economics or a related discipline; post graduate will be an added advantage <p><u>General professional experience :</u></p> <ul style="list-style-type: none"> • Must have hands on experience with grant administration and management to Business Associations and Media organisations for Business Advocacy; • Must demonstrate competency with project implementation, supervision and appropriate documentation in relation to contractual obligations under grant agreements; • Experience from managing grantees and monitors, fostering relationships between grantees and monitors, receiving and screening reports from grantees and monitors, including field visits to ensure attainment of advocacy goals. • Experience in ensuring appropriate systems are in place for filing and input to computerised databases are accurate plus experience in preparing grant disbursement schedules and managing errors and delays. <p><u>Specific professional experience :</u></p> <ul style="list-style-type: none"> • Experience from working in Kenya within a fund management setup serving Kenyan Business Associations, Institutions and funds providers is a significant advantage. • Fluency in English.
Other information:	<p>If you are interested in this position please send your CV under the heading “Grant Officer - Kenya”.</p> <p>When sending your application please include an indication of your desired remuneration (month-rate). Please also make sure that you include one or more telephone numbers.</p> <p>Only selected candidates will be contacted.</p>
Contact:	lot2@ntu.eu