



FOR WOMN'S HUMAN RIGHTS

<b>Position Title</b>	Grants Associate
<b>Position Location</b>	Nairobi, Kenya
<b>Reporting to</b>	Finance & Operations Director
<b>Last date to apply</b>	2300 Hours CAT on 29 May, 2022
<b>Contract Type</b>	3 Year Fixed Term
<b>Start Date</b>	June 2022
<b>Vacancy Announcement Date</b>	4 May 2022

## Who we are

Urgent Action Fund-Africa (UAF-Africa) is a consciously feminist and womn's human rights pan- African Fund, registered in Kenya and Zimbabwe. Operating as a virtual organisation, the Fund boasts of strategic presence in Africa's five sub-regions- East Africa: Nairobi & Makuyu-Kenya, Kampala-Uganda and Addis Ababa-Ethiopia; North Africa: Cairo-Egypt; Central Africa: Bujumbura- Burundi; Southern Africa: Harare & Rusape -Zimbabwe, Lilongwe-Malawi, Antananarivo, Madagascar, Johannesburg & Capetown-South Africa, Francistown-Botswana; and West Africa: Benue State -Nigeria and Parakou-Benin and Yaoundé and Doula Cameroon and Lomé, Togo. Recognising the need to move resources rapidly on a continent where opportunities and threats arise and decline quickly, UAF-Africa uses a Rapid Response Grant making mechanism to support unanticipated, time sensitive, innovative, and unique initiatives that promote women's agency in democratic governance, economic, environmental and climate justice, natural resources governance and conflict transformation while protecting their personhood, integrity, and rights.

## Position Overview

The Grants Associate will be responsible for coordinating the administrative management, and closeout of sub-grants awarded and other programmatic investments made by the Fund. The Grants Associate will ensure that UAF-Africa's grant-making and related payment processes, documents, and procedures are carried out professionally, efficiently, and on schedule. The Associate will report directly to the Finance & Operations Director.

## Specific Responsibilities

### Grantmaking (and Programme Investments)

- Guide the grantmaking portfolio and other related offices on budget preparation and formatting;
- Review proposed grantmaking budgets to ensure conformity with UAF-Africa's policies and procedures, workplan targets and funding agreements;
- Maintain and updates accurate administrative and financial grants data on salesforce and other pertinent platforms for ease of retrieval and report generation;
- Provide support to grantees in completing the grant notification documents thus ensuring transfers do not face unnecessary details;
- Confirm that submitted documentation from grantees following the grant awards are complete and meets all the Fund's requirements;
- Keep grantees informed on the status of the grant awards;
- Initiate the payment instructions at the bank for all grants awarded after verifying the underlying documents to support the payment;
- Work collaboratively with Finance to ensure complete and timely payment, and accurate records of the grants expenditure;
- Confirm with all beneficiaries that they received the funds;

### **Programme Support**

- Deal with funds transmission email and telephone enquiries from applicants and potential applicants;
- Monitor expenditure and compile BVA reports for various programmes/projects and continuously update UAF-Africa's finance plan.
- Assist the Grantmaking & Finance functions in the preparation of Fund-related reports for Heads of programmes and funding partners;
- Assist in updating the grantmaking database. Generate data & reports from the database as a source of information for complementary portfolios;
- Other duties that may be assigned in line with UAF-Africa's objectives.

### **Qualifications**

First Degree in Finance, Business Studies, Accounting, Economics, Project Management or any other related academic background;

Qualifications in Social Science, Political Sciences, Gender studies, International Development or experience working for women orientend organistions with sound understanding on the socio-political issues around women and gender issues.

### **Skills and Experience**

- Minimum of 3 years' relevant work experience working in or with organisations in Africa, preferably womn's rights or social justice oriented organisations;
- Addresses unforeseen situations seeking advice and direction from supervisor, as required;
- Ability to review a variety of data, identify and adjust data discrepancies;

- Ability to perform detailed work, frequently of a confidential nature and/or to handle a large volume of work systematically, optimally and accurately;
- Excellent written and verbal communications in English. French and Kiswahili linguistic abilities would be plus;
- Some knowledge and understanding of women's human rights issues in Africa;
- Passionate about UAF-Africa's mission, committed to teamwork, and achieving results; including a commitment to trust-based transformative grantmaking, community-led development, and grassroots movement building;
- Experience working in a virtual set up with seamless task coordination, managing multiple deadlines;
- Strong analytical, presentation, planning and organisational skills;
- Self-starter and proactive, with an ability to make decisions under conditions of uncertainty;
- Proven experience working effectively in a cross-cultural team;
- Flexible and willing to perform other tasks as assigned, in a fast-paced, team-oriented work environment;
- UAF-Africa is a part of a global UAF-Sisterhood network and staff are expected to occasionally work collaboratively with UAF-Sister Funds.

### **Work Environment**

This is a regional position that involves some national, regional and international travel. UAF-Africa is an equal opportunity employer that does not discriminate in its hiring practices. In order to build the strongest possible workforce, UAF-Africa actively seeks a diverse applicant pool. The Fund is committed to creating an inclusive environment for all employees. The position is based in Nairobi, Kenya.

### **How to Apply**

Candidates interested in applying for this role need to register on UAF-Africa website & apply for this role using the below link:

<http://uafahrrec.peopleshr.com/>

No phone calls please.