

JOB OPPORTUNITY

Title: Grants Officer

Afya na Haki (Ahaki) Institute is seeking an experienced **Grants Officer** to join its team. The Ideal candidate will be responsible for providing strategic oversight of the full grants lifecycle and donor relationship support, ensuring that all institutional funding is managed with the highest standards of compliance, accountability, and quality. This role plays a central stewardship function in overseeing grant compliance, reporting, and proposal development, while ensuring that funded programmes are implemented in full alignment with Ahaki and donor requirements.

1. Key Responsibilities

1. Grants Lifecycle Management
2. Proposal Development Support
3. Donor Reporting & Stewardship
4. Compliance & Risk Management
5. Internal Coordination & Systems Strengthening
6. Organizational Strategy & Forecasting
7. Supervision & Mentorship

2. Qualifications

- Bachelor's degree in Development Studies, International Relations, Public Administration, Public Health, or a related field.
- A Master's degree is an asset.
- Additional training in grants management, compliance, or donor relations is desirable.
- 5–7 years of experience in grant coordination, donor engagement, or programme development within a CSO, university, or think tank.
- Proven experience coordinating multi-donor or consortium-based grants (e.g. EU, UN, Gates Foundation, Wellcome Trust).
- Strong knowledge of the full grants cycle—start-up to close-out.
- Proficiency in donor reporting systems, compliance frameworks, and budget monitoring tools.
- Excellent writing and editing skills for donor reports, proposals, and briefings.
- Experience supervising junior staff and working across cross-functional teams.
- Strong organisational skills with attention to deadlines, risk mitigation, and donor expectations.

3. Desired Attributes

- A commitment to the mission and values of Ahaki
- Excellent communication, leadership, and interpersonal skills, with the ability to work effectively in a multicultural team.
- High ethical standards and integrity in all financial practices.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.

4. Application Process

Interested candidates must provide the following documentation:

- A detailed resume,
- A motivation letter explaining why they are interested in the position,
- Names and contact information for three referees, relevant academic documents,
- Identification documents such as a passport and/or national identity card.

All application documents **MUST** be submitted to **recruitment@afyanahaki.org** by **31st January 2026**, with the position of interest indicated in the subject line. Only shortlisted candidates will be contacted. If you do not hear from us by **28th February 2026**, please consider your application unsuccessful.

➤ For more information about Afya na Haki, visit: www.afyanahaki.org

Afya na Haki is an equal opportunity employer and encourages applications from all qualified individuals.