



Grants and Human Resources Specialist

Posting date- 31st October 2022

Deadline of application- rolling, deadline 14th November 2022

Position Type: Full-time

Company/Division: inSupply Health

Hiring Manager: Regional Finance and Operations Manager

Location: Nairobi, Kenya

Description:

inSupply Health is an East African health advisory firm that designs people-centered, scalable, sustainable supply chain solutions. We focus on optimizing data visibility and use, workforce development, and continuous performance improvement. inSupply operates as a social enterprise, aiming for business sustainability while achieving our social mission. We aim to transition short-term supply chain fixes into sustainable solutions that transcend specific projects or funding streams. Our work focuses on democratizing access to quality, affordable, contextualized supply chain learning and innovations so local and regional supply chain actors can improve the performance and efficiency of their supply chains and health systems towards better health outcomes.

inSupply Health is headquartered in Nairobi, with an office in Dar es Salaam and is affiliated with JSI Research & Training Institute, Inc. (JSI). Our team of dynamic local consultants works closely with public and private sector clients to design optimized, responsive, and resilient supply chain systems that deliver essential health products such as antimalarial and HIV medications, vaccines, and contraceptives in complex settings. We pioneer innovative approaches by taking proven methodologies from the commercial sector to adapt them for the context, but also co-create solutions with our clients so they can own, implement and continuously improve their systems independently in the long term.

Overview:

inSupply is searching for a Grants and Human Resources Specialist who will work under the oversight of the Regional Finance and Operations Manager to manage a diverse portfolio of grants and contracts, some with sub-award components and general office operations.

Responsibilities:

Specific responsibilities include, but are not limited to:

Grants and Contracts

- In collaboration with the Regional Finance and Operations Manager (RFOM), inSupply CEO, Kenya Practice Lead, and JSI Finance and Operations Manager develop and update systems and tools for contracts and grants management including manuals, assessment tools, grant awards and contracts trackers.

- Update, create, review, and negotiate contracts, grants, subcontracts, modifications, MOUs and other proposed agreements; identify issues and risks, and communicate/escalate as appropriate.
- Coordinate with the RFOM on donor communication.
- Ensure contract and grant execution and monitor contracts and grants to ensure compliance with all terms.
- Work with the Finance and Accounting Specialist in the development and submission of donor/client financial reports and advance requests if appropriate
- Work with Finance and Accounting Specialist to track receivables for the contract/grant and ensure invoices and advance requests are submitted in a timely manner.
- Work with the Technical Team to update project work plan budgets on a regular basis.
- Support RFOM by coordinating the inception, reporting and closeout process of inSupply projects
- Ensure consistent implementation of inSupply's financial and operational policies, donor rules and contract terms. Work with RFOM and Kenya Team Lead to develop and improve standard operating procedures (SOPs), training, notices, and other tools to facilitate the organization's compliance with contracts, client regulations, and applicable laws and regulations.
- Maintain an up-to-date and comprehensive understanding of contracts, grant terms and conditions, and requirements and alert the RFOM of any compliance issues. Act as a resource person to staff on guidance for compliance issues.
- Ensure and maintain project contractual files and deliverables per client/donor terms and conditions
- Negotiate insurance policies that adequately cover the organization's business operations, including commodity loss or damage, product liability, and errors and omissions, working with licensed insurance brokers.
- Monitor and update organizational contracts such as leases memoranda of understandings (MOUs)

Sub grantee/Subcontractor Management

- Perform pre-award activities for grant recipients including review of grantees' applications, budgets, pre-award questionnaires, supporting documents, etc.;
- Manage correspondence and act as the first line of communication with sub-awardees;
- Ensure and monitor sub-awardee's compliance with the project's approved Grants Manual and terms and conditions of grant/contract.
- Process sub-awardee agreements and amendments;
- Facilitate advance funds transfer, track budget disbursements and advances reconciliations by sub-grant partners; Track invoice payments by subcontract partners
- Review sub-awardee expenditure reports, ensuring compliance with terms of agreement and provide written approval;
- In close collaboration with the Technical Activity Manager: Assist in organizing sub-awardee technical assistance and/or trainings in areas including finance, operations, compliance, organizational development, technical programming in the project's focus areas;
- Review work plans, monitoring & evaluation plans and reports, progress reports, and any other award deliverables to ensure that they meet requirements. Liaise with other staff for review as needed;
- Track outstanding sub-awardee reporting and/or compliance items and prepare appropriate reports on status;

New Business

- Support new business development activities including costing out proposal budgets and negotiating terms of collaboration with project sub-partners.

Human Resources

- Offer expert Human Resource guidance to inSupply Health as per the Kenya labor laws.
- Coordinate recruitment and onboarding of all staff and consultants in accordance with the Local Hire Manual and donor specification.
- Guide Human Resource Analyst in the project management role of the Learning Management System coordination and offer best practice insights.
- Maintain all staff documents and ensure that they are up to date as per donor specifications.
- Coordinate staff fringe benefits.
- Manage replicon and ensure that staff are compliant with the policies and process. Work with the RFOM to review timesheets monthly in reference to the LOE.
- Review and verify all procurement procedures and ensure that they are in line with donor requirements.
- Any other duties as assigned.

Required Qualifications:

Education:

- Bachelor's degree in the relevant field from a recognized university or institution.
- Certified Human Resource Professional Kenya (CHRP-K)

Experience:

- At least 6- 9 years' experience in coordinating grants, sub-grants and operations with the ability to track and manage several projects and processes simultaneously,
- Substantial experience with grants management software, Google work space and spreadsheets.

Essential Skills and Qualifications:

- High level of demonstrated accuracy and key attention to detail
- Ability to manage relationships with key stakeholders
- Highly effective oral and written communicator with the ability to adapt to a wide range of communication styles.
- Team player with a willingness to help where required
- Good interpersonal skills; ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.
- Ability to assess and manage risks
- Global experience and exposure of working in the same role or related.

This is a full-time position based in Nairobi, Kenya. Interested candidates should submit their CV and cover letter to recruitment@insupplyhealth.com with the subject "**Grants and Human Resources Specialist.**" on or before **14th November 2022.** inSupply shall review the CVs on a rolling basis. Only shortlisted candidates will be contacted. inSupply is an **equal-opportunity employer.** We value diversity and we are committed to creating an inclusive environment based on mutual respect for all employees. We do not discriminate on the basis of age, sex, disability status, religion, ethnic origin, color, race, marital status or other protected characteristics. Minority candidates are encouraged to apply.

inSupply does not charge a fee at any stage of its recruitment process and only shortlisted candidates shall be contacted using a company's email address.