



PROGRAMME OFFICER

The Consortium for National Health Research (CNHR) is a not-for-profit public/private partnership that brings together leading teaching and research institutions in Kenya undertaking research-for-health activities (www.cnhrkenya.org). CNHR is committed to supporting high quality multidisciplinary research aligned to Kenya's health priorities.

JOB REFERENCE: CNHR/01/11

JOB SUMMARY: Reports to the Deputy-Director & Head of Scientific Programmes

Manages the grant-related programme activities of the Consortium

DUTIES AND RESPONSIBILITIES:

- Undertake CNHR's grant-related activities which includes grant negotiation processes, award, monitoring for compliance, general administration and closure;
- Undertake the preparation of contracts, grant correspondence, grantee payments based on CNHR's and funder guidelines;
- Review progress reports from CNHR funded projects (financial and narrative) and communicate outcomes and recommended action to CNHR's Programme Management Committee (PMC) as well as to the grantees;
- Coordinate the pre- and post- award activities including monitoring and evaluation (M&E) of grantee projects and preparation of outcome reports;
- Participate in the merit review process of grant project proposals;
- Participate in the development of proposals for funding of CNHR activities;
- Participate in the preparation of funder reports;
- Manage the CNHR grants database;

- Undertake all routine correspondence with grantees on behalf of the Consortium.

REQUIREMENTS:

Qualifications:

- A Masters degree in health-related field or social sciences
- Additional qualification in a grants management related field will be an added advantage

Experience and Skills:

- Experience (over 3 years) in working in a busy grant management office
- Knowledge in project design and M&E
- Excellent communication skills (both written and spoken)
- Ability to work independently to meet tight deadlines and coordinate multiple demands
- Ability to read, understand and evaluate progress reports from researchers
- Excellent skills in use of computer softwares for word-processing, spreadsheet analysis and construction of databases
- Excellent negotiation skills
- Good interpersonal attributes and be a team player

If you believe you meet the criteria given, please submit your *online application* on the CNHR website (www.cnhrkenya.org), CV (*maximum 3 pages on a font 11*) and covering letter (*maximum one page on a font 11*) stating your current position, current remuneration level, e-mail and telephone contacts and contact information for three referees. Please address the covering letter, quoting the job reference indicated in this advertisement, to:

**The Director,
Consortium for National Health Research (CNHR),
PO Box 29832-00202, KNH,
NAIROBI.**

Your application should reach us on or before **Friday June 10, 2011**. Only applications from candidates who meet the minimum criteria will be shortlisted and acknowledged.

**CNHR is an Equal Opportunity Employer and
female candidates with the requisite qualifications for the job are encouraged to
apply.**