

The Society for Family Health (SFH) Namibia is a local non-governmental organization that implements public health programs in collaboration with the Government of the Republic of Namibia (GRN) and other partners. SFH is present in all regions of the country and work in the area of HIV/AIDS prevention care and support, Malaria, school health promotion, adolescent girls and young women, maternal and child health.

Job Title: Grant & Sub-Award Senior Coordinator
Duty station: Windhoek
Position Status: Fulltime
Salary Scale: Job grade D2
Reports to: Finance & Operations Director

Qualification & Experience

- Bachelor Degree in Accounting or relevant business degree.
- At least (5) years in grant management, prime and/or sub award/subcontract administration or accounting.
- Working experience in administering USAID & other foreign government bilateral and multilateral grants and contracts, with particular emphasis on CFR, FAR, AIDAR, OMB circulars and other relevant donor regulations
- Excellent written and verbal English communication skills

Skills/Abilities/Aptitudes Requirements

- Must understand approaches to working with sub-grantees
- Ability to take initiative, plan and monitor activities flow and outcomes
- Ability to present contract issues and matters to subordinates and senior staff
- Capacity to critically analyze and present finances to inform decision making
- Aptitude to supervise, encourage & motivate staff
- Excellent managerial, organization and leadership abilities
- Excellent computer skills (Microsoft Office especially advanced Excel) + Finance Applications such as Quickbook + Pastel Evolution
- Fluency in English and at least one indigenous language
- Capacity to manage difficult working situations
- Ability to work in a team

Responsibilities

1. Finance

- Ensure that all prime and sub – grant documentation is maintained according to SFH standards and donor policies
- Develop cost effective, streamlined procedures and systems to achieve efficient and effective grant and contract management as well as better support to the program staff
- Ensure strong linkages between the grants management and M&E systems to improve grantee reporting and link to SFH & Donor requirements
- Review program deliverables from SFH & partners to ensure programmatic compliance - In liaison with M&E department
- Review SFH and partner financial reports to ensure financial compliance against grant budget.
- In liaison with Finance Section, monitor procedures of SFH and partners to ensure all are compliant with regulations.

2. Administration

- Ensure strong link between the grants management and capacity development approach to maximize efforts to strengthen strategic partners.
- Establish, monitor and reinforce donor and SFH policies and procedures to minimize risk relating to contract and subcontract administration
- Provide leadership and vision for the grants management department and provide
- Promote contracts, grants and relevant finance staff development and growth training performance management and mentorship

Remuneration will be according to qualifications and experience

The closing date is 13 April 2018

Interested candidates should send an applications letter accompanied by a CV with references as well as certified copied, to:

The Coordinator: Human Resources

Francina Kashani

recruitment@sfh.org.na

Women and People with disabilities are encouraged to apply.

Society for Family Health, 33 Reger Street, Units 3 & 4, Southern Industrial Area

Tel: 061 440 600

P O Box 22870, Windhoek

**FAXED AND EMAIL APPLICATIONS WILL NOT BE ACCEPTED
 ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**

