



Partnerships for a healthy Africa

## VACANCY ANNOUNCEMENT

ACHAP was established as a public-private community development partnership in 2000 to enhance and support Botswana's HIV & AIDS response. Using a comprehensive approach, ACHAP has successfully supported HIV prevention, care and treatment in Botswana for almost two decades with remarkable results. Key to the success of ACHAP support has been the focus on results, the ability to develop and manage partnerships with government, civil society, other development partners and the private sector. ACHAP is now an independent non-profit making entity with a broader health mandate, wider geographical focus continuing to build on, and leverage on her core competencies in the field of HIV/AIDS and related health conditions.

ACHAP seeks to appoint a suitably qualified and highly motivated individual with strong commitment to programme implementation to the following position:

### Grants Management Officer (Tenable in Gaborone)

#### Job purpose:

The incumbent will support successful implementation of the grant project by facilitating project management of grant including service providers and sub recipients. The incumbent will ensure that ACHAP's Sub-Recipients (SRs) implement effectively and support contracts and amendments, reviewing implementation activities/deliverables, monitor cash flow, coordinate, participate in monitoring, verification and supportive supervision visits.

#### Roles and responsibilities:

- Ensures reporting and budgeting are done completely and correctly
- Develops and manages dashboards to provide a summary view of grant performance
- Reviews sub-grantee/recipient policies, reports, processes and documentation to ensure activities are in-line with grants management policies and systems
- Develops and amends grant agreements, work-plans and budgets to support effective management of projects and grants
- Leads development of and communication of policies, systems and best practices to sub-recipients and internal staff
- Provides technical support to Project Leads in reviewing Sub-Recipient technical and financial reports
- Provides technical support to Project Leads in responding to funder requirements and requests related to Sub-Recipient activities
- Supports development of internal board, funder reports, presentations to communicate project status, development of TORs and management of consultant contracts.

#### Qualifications and experience

- Degree in Public/Business Administration, Development or related area
- Three (3) years in grants management project management and or financial operational systems environment
- Experience providing technical assistance or capacity building to NGOs/CBOs preferred

#### Knowledge, skills and attributes

- Grants management principles
- Project management
- Contract law and administration
- Performance management
- Strong communication/negotiation skills

Application letter and CV should be addressed to the attention: The Human Resources Office, Private Bag X033, Gaborone, Botswana. Applicants are encouraged to submit their applications electronically to: [recruitment@achap.org](mailto:recruitment@achap.org). Alternatively, they can be hand delivered to:- ACHAP Head Office at Block 5, Plot 64511, Unit 1, Fairgrounds, Gaborone, Botswana

Closing date for applications: 9<sup>th</sup> May 2019