

Finance and Administration Manager – Kenya Health Partnership for Quality Services (KHPQS)

Job Description

Support for Tropical Initiatives in Poverty Alleviation (STIPA) seeks a Finance and Administration Manager (FAM) for an upcoming USAID funded Kenya Health Partnerships for Quality Services (KHPQS) – HIV, FP/RMNCAH, Nutrition, WASH, DREAMS and OVC Program. The project will support the Government of Kenya (GoK) in attaining its goal of addressing the HIV/AIDS response, safeguarding the rights and welfare of children and adolescents impacted by HIV/AIDS, and ensuring equitable access to and use of quality primary health care services including/RMNCAH, Nutrition, WASH services by the most vulnerable. The project will contribute to attaining the Sustainable Development Goals, which seek to attain the health and overall well-being of men, women, children, and adolescents.

The FAM reports to the COP and is responsible for overseeing all aspects of budgeting; financial management and reporting; contract/sub-award procurement and management; human resources management, asset management, logistics, and prime award compliance with terms and conditions of the award. The FAM oversees all activity operations

Required Experience

- Master's degree in Business Administration, Accounting, Finance, Human Resources, or other relevant fields.
- Professional accountancy qualification (Certified Public Accountants – CPA, Association of Chartered Certified Accountants – ACCA, or equivalent membership of a recognized professional accountancy organization in good standing.
- A minimum of 7 years of experience overseeing grantee compliance with donor requirements for activities of similar dollar value
- A minimum of 7 years of experience supervising overall operations of donor-funded activities e.g. teams of human resource, logistics, grant/contract and finance staff).
- Excellent financial management skills with strong analytical and computer skills with emphasis on budgeting and financial analysis

Job Location: Kisumu, Kenya

Position Type: Full Time / Regular

How to Apply

Interested candidates are encouraged to send a cover letter and CV to jobsapply@stipakenya.org with the title of the position being applied for in the email subject line by Close of Business 10th September 2020.

Only shortlisted candidates will be contacted from the official line 0712 032920.