

## Grants Specialist- USAID Kenya Digital Health Ecosystem Activity

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Company: PATH

Location: Kenya

Category: other-general

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PATH is a global nonprofit dedicated to achieving health equity. With more than 40 years of experience forging multisector partnerships and with expertise in science, economics, technology, advocacy, and dozens of other specialties, PATH develops and scales up innovative solutions to the world's most pressing health challenges.

PATH Kenya a local entity affiliated to PATH global has been working in the country since 1990. PATH Kenya has been a trusted partner to the Kenyan government, the private sector, nongovernmental organizations, and communities, supporting the country's rise as a health leader in East Africa and beyond. PATH Kenya works to enhance health system capacity and resilience by providing technical expertise with deep local experience, accelerating progress through advocacy and policy, and using human-centered design to maximize impact.

PATH Kenya is seeking a **Grants Specialist** for an anticipated 5-year **USAID-funded Kenya Digital Health Ecosystem project**. The project will aim to improve the availability and delivery of quality of healthcare services through integrated and comprehensive digital health platform in Kenya. The project will focus on three main components namely strengthening digital health governance, strengthening interoperability and expansion of existing health information system to support health care delivery, and lastly forging and strengthening strategic partnership for sustainability of digital health investments. This comprehensive sector-wide health information ecosystem will help to achieve health

systems outcomes of equity, quality, and resources optimization.

**Reporting** : The Grants Specialist will report to the Chief of Party and may have matrixed reporting lines. S/he is expected to work closely with the Finance team and Office of Grants and Contracts.

### **Responsibilities**

PATH's Grants Specialist will administer the financial, contractual, and compliance aspects of the grants for this project. Key responsibilities include but are not limited to the following:

Manage all contractual responsibilities for subgrant agreements for project teams.

Develop, negotiate, and monitor grant agreements.

Review scopes of work and devise payment schedules and payment terms.

Using PATH's best practices, develop tracking and monitoring systems to ensure timely receipt of all deliverables, adherence with terms of all agreements, and timely payments to subrecipients.

Apply in-depth understanding of PATH policies and procedures as well as donor rules and regulations, especially those of the US government.

Work with project and grantee staff to ensure compliance with PATH and donor requirements.

### **Required Experience**

Bachelor's degree and 7+ years of experience working in international business and grants management, with experience in USAID grants management preferred. ~~OR~~ Master's degree in business administration, public administration, nonprofit management, or a related field; equivalent experience will be considered in place of a Master's.

Demonstrated experience with administrative and contractual management of US government grants.

Proven project management, communications, writing, and interpersonal skills including strong experience with client management.

Demonstrated knowledge of internal controls and audit processes (e.g. procurement, local subcontract agreements, etc.)

Excellent verbal and written communication; proactive relationship builder.

Proficient in Microsoft Office software suite; ability to quickly learn financial systems/software.

Strong organizational skills, high level of attention to detail, and effectiveness under deadlines.

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