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Wednesday, September 2, 2009 - 03:00

GRANTS COORDINATOR

Search Closes: October 1, 2009

The Open Society Initiative for East Africa (OSIEA) seeks a Grants Coordinator to maintain its grants database and oversee legal and administrative compliance for its grants portfolio.

Based in Kenya, OSIEA implements a range of initiatives to advance justice, free speech, public health, and independent media in Eastern Africa. Working under the supervision of the Finance Manager, the Grants Coordinator manages the daily flow of grant-related data and documentation. This job requires strong computer skills.

RESPONSIBILITIES

- Maintain grant database and files, including templates for standard grant agreements and correspondence
- Log all grant applications and maintain database of responses
- Prepare, issue and monitor grant agreements, payments, and modifications
- Monitor grantee reporting requirements and evaluate narrative and financial reports to ensure administrative and legal compliance
- Provide ongoing training and support to staff on grants processes from receipt and review of an application to award and monitoring of a grant
- Work with accounting staff to generate financial reports and payment requests
- Liaise with grantees for reporting and amendment negotiations

QUALIFICATIONS

- University degree in a relevant subject
- Understanding of financial information and confidence working with numbers
- Strong computer skills: Microsoft Word and Excel required; Microsoft Access or similar database experience a plus
- Prior work in grant making foundations and/or nonprofits preferred
- Ability to communicate clearly and effectively with a diverse array of people;
- Ability to work independently when necessary, as well as commitment to being a team member;
- Ability to manage several simultaneous projects in a fast-paced environment;
- Strong organizational skills and close attention to detail;
- Integrity and professional discretion essential.

The Open Society Initiative for East Africa (OSIEA) promotes public participation in democratic governance, the rule of law, and respect for human rights by awarding grants, developing programs, and bringing together diverse civil society leaders and groups.

For more information: www.soros.org/initiatives/osiea [2]

COMPENSATION: Competitive salary, with good benefits package

TO APPLY: Send resume and cover letter to jobs@osiea.org [3]

No phone calls, please. Only successful candidates will be contacted.

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(function(d, s, id) { var js, fjs = d.getElementsByTagName(s)[0]; if (d.getElementById(id)) return; js = d.createElement(s); js.id = id; js.src =  
"//connect.facebook.net/en_US/sdk.js#xfbml=1&appId=1465091963738031&version=v2.0";  
fjs.parentNode.insertBefore(js, fjs); })(document, 'script', 'facebook-jssdk');
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Article-Summary:

Kenya: Grants Coordinator - The Open Society Initiative for East Africa (OSIEA)

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