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VACANCY ANNOUNCEMENT GRANTS MANAGEMENT OFFICER

Ishaqbini Hirola Community Conservancy (IHCC) is a community-led conservation initiative situated on the eastern banks of the Tana River in Garissa County, specifically within Ijara Sub County, Masalani ward. It encompasses the areas of Hara, Korisa, Kotile, Bulawarade, and Abalatiro locations. The conservancy was established in 2007 and focuses on the conservation and protection of the critically endangered hirola antelope, which is endemic to this region. The hirola is recognized internationally as the most severely threatened antelope species in the world and is listed as 'Critically Endangered' on the IUCN Red List. In 2012, the conservancy established a 27 km² predator-proof sanctuary specifically for the hirola, creating a secure environment free from predation, poaching, and competition with livestock. This sanctuary serves as a crucial habitat for the hirola to breed and thrive, contributing to the species' recovery efforts. IHCC's primary goal is to drive conservation efforts while also enhancing community livelihoods and empowering the local population to manage their natural resources. The vision of IHCC is to become a preferred provider of community-led solutions in wildlife conservation, rangeland management, and sustainable livelihood improvement.

The conservancy is one of the member conservancies supported by the umbrella organization of **Northern Rangelands Trust (NRT)**, one of the most successful and impactful local conservation organization based at UNESCO World Heritage Site Lewa Wildlife Conservancy. More information can be found at www.nrt-kenya.org. NRT is a membership organization owned and led by 45 community conservancies in Northern and Coastal Kenya. NRT was established as a shared resource to help build and develop community conservancies, to enhance people's lives, build peace, and conserve the natural environment.

The conservancy is currently seeking to recruit Grants Management Officer to assist with its project "Conservation for Better Well-being" (Uhifadhi na Maisha Bora), which is funded by USAID. Ishaqbini is the first community conservancy in Kenya to successfully secure direct funding from USAID.

Job Title:	Grants Management Officer
Location:	Based at Ishaqbini CCY HQ
Reports to:	Conservancy Manager

Job Purpose:

The Grants Management Officer will oversee the administration and coordination of grants awarded to the organization. This role involves managing the grant lifecycle from proposal submission to grant closure, ensuring compliance with funding requirements, and facilitating effective communication with stakeholders.

Key roles/Responsibilities:

- Assist in the development of grant proposals, including researching funding opportunities, drafting narratives, and preparing budgets.
- Coordinate with program staff and stakeholders to gather information and ensure alignment of proposals with organizational priorities.
- Manage the full lifecycle of grants, including award acceptance, contract negotiation, and compliance monitoring.
- Develop and maintain grant tracking systems to monitor deadlines, deliverables, and reporting

requirements.

- Ensure compliance with grant agreements, regulations, and reporting requirements stipulated by funding agencies or donors.
- Prepare and submit timely and accurate financial and programmatic reports to donors, as required.
- Serve as the primary point of contact for donors and funding agencies regarding grant-related inquiries, communications, and site visits.
- Foster positive relationships with donors, partners, and stakeholders to enhance collaboration and secure future funding opportunities.
- Monitor grant-funded activities and outcomes to assess progress toward objectives and ensure alignment with grant goals.
- Conduct periodic site visits and evaluations to verify project implementation and impact.
- Provide guidance and training to program staff and partners on grants management policies, procedures, and best practices.
- Support capacity-building initiatives to strengthen organizational and partner capabilities in grant administration.
- Assist in developing and monitoring project budgets, ensuring accurate tracking of expenditures and adherence to budgetary guidelines.
- Collaborate with finance and accounting teams to reconcile grant expenditures and prepare financial documentation for audits.

Qualifications, Knowledge, and Experience required:

- Bachelor's degree in business administration, Project Management, Nonprofit Management, Public Administration, or a related field.
- Master's degree will be an added advantage.
- Proven experience of 5 years in grants management, fundraising, or nonprofit administration.
- Knowledge of grant regulations, compliance standards, and reporting requirements for various funding sources (government, foundation, corporate).
- Strong organizational skills with the ability to manage multiple priorities and deadlines effectively.
- Excellent written and verbal communication skills, with the ability to prepare clear and concise proposals, reports, and correspondence.
- Proficiency in MS Office Suite and grant management software.
- Experience working with international donors and managing grants in a global context.
- Familiarity with program evaluation methodologies and impact assessment techniques.
- Certification in grants management (e.g., GPC, CGMS) is a plus.

Technical & Behavioral competences:

- Must be skilled in inter-personal communications, have an ability to work with multiple stakeholders including community and government.
- Demonstrated potential for leadership and the ability to mentor and guide junior staff.
- Skilled in motivating and influencing others.
- Demonstrated ability to think creatively and solve problems effectively.
- Computer literacy in Microsoft office suits such as Word, Excel, PowerPoint, and Emails.
- Awareness and respect for diverse cultures and backgrounds.
- Ability to work inclusively and promote a diverse work environment.



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How to apply:

Interested and qualified candidates are required to submit their application including a cover letter, detailed Curriculum Vitae highlighting relevant experience, academic and professional certificates, testimonials, a daytime telephone contact, email address, and names of three professional referees to reach us by close of business **Wednesday, 11th September 2024** via ishaqbini@nrt-kenya.org, addressed to:

**MANAGER
ISHAQBINI HIROLA COMMUNITY CONSERVANCY
P.O BOX 46 70105 MASALANI**

Only shortlisted candidates will be contacted.