



ASSISTANT SUB GRANT OFFICER

POSITION SUMMARY: The Assistant Sub Grant Officer will assist in the coordination and processing of sub-recipient expense reports, and assist in assuring that sub-recipient finance staff have the knowledge to efficiently manage ICAP funds.

MAJOR ACCOUNTABILITIES

- Adapt administration and financial policies and procedures for the sub-awardees which includes; manuals, user guides and templates to be compliant with USG and Columbia University requirement.
- Assist in providing technical support to sub-awardees staff to improve admin and financial systems by using ICAP-Columbia University management tool and general management of fund procedures.
- Conduct field supportive visits to monitor grantees
- Assist in ensuring the consistent application of ICAP financial and admin policies/standards, as well as USG and Columbia University rules and regulations.
- Assist and support sub-awardees in providing their reports accurately and on time
- Assist in preparing training for new sub-awardees staff related to financial management and perform project financial review.
- Assist in the provision of procedures for sub-awardees closing by making sure that all steps and regulations are followed properly.
- Share all subs communications with supervisor
- Other duties assigned by the Sub Grants officer

Required Qualifications, Knowledge and Skills:

- Bachelor degree in Finance/ Business Administration /Accounting
- Two (2) years of relevant similar work experience in public/private sector working in grants management
- Must be familiar with PEPFAR/USAID and other donors' rules & regulations.
- Good writing and analytical skills.