

Draft Job description

Job title	Grants Management Intern
Department	Overseas Programmes
Location	Kenya
Reporting to	Grants Lead
Responsible for	N/A
Liaison with	Grants Lead, Finance team and Programme Management teams based in London, UK
Hours	Full time
Type of contract	Full time, Fixed Term Contract
Organisation	
<p>We are a global team of experts and innovators tackling some of the world’s most pressing health challenges. We work with leaders and change makers around the globe to bring health strategies to life. We provide ideas, advice and technical know-how that enable our partners to build a path to lasting change. With 30 years’ experience in global health, we collaborate with our partners to explore existing evidence, combine expertise, scale up ideas and co-create solutions that accelerate change. This includes collaborating on policy design, managing initiatives, building powerful coalitions and galvanising social movements. Our impact is felt across whole communities, with a focus on women, girls and those who have been marginalised. As part of MSI Reproductive Choices, all our profits go back into supporting MSI’s own mission of children by choice, not chance. We believe in a world where everyone can access the high-quality health services they need, without financial burden.</p>	
Programme: The Girl Generation– “Support to the Africa-led movement to end Female Genital Mutilation”	
<p>The UK Government (Foreign, Commonwealth and Development Office - FCDO) has a vision of a world free from Female Genital Mutilation/Cutting (FGM/C) by 2030, in line with the SDGs. A programme has been established entitled ‘Support to the Africa-led movement (ALM) to end FGM/C’ to contribute to global efforts to achieve that vision. Following a co-creation period, programme implementation began in September 2021.</p> <p>This programme will support and build the capacity of the Africa Led Movement to end FGM/C at multiple levels and at scale, working in partnership with the rest of the FGM/C movement, complementing UN agencies (such as the UNFPA-UNICEF Joint Programme on FGM/C), Saleema initiative, other alliances (such as Girls not Brides etc.) and grassroots Civil Society Organizations (CSOs), women’s and girls’ movements, etc.</p> <p>The programme includes two consortia working in close collaboration. Options leads a consortium including Amref Health Africa, ActionAid UK, Orchid Project, ACCAF and University of Portsmouth to implement the ‘Support to the Africa Led Movement to End FGM/C. Population Council is implementing ‘The FGM/C Data Hub: Data and Measurement Support to the Africa Led Movement to end FGM/C’.</p>	

Main purpose of job

The Grants Management Intern will work closely with the Grants Officer and the Grants Lead to support with the administration associated with the delivery of grants. The Grants Management Intern will support the grants officer in grants and financial management of grantees and compliance with all internal and donor regulations.

Main duties

1. Work closely with the Grants Officer to review call of applications and pre-award grant processes.
2. Assist in reviewing of grantees monthly reports and follow up on grantees disbursements;
3. Assist in maintaining records in good and presentable order.
4. Monitoring and mentoring on grants for the grantees
5. Support budgeting processes with small and medium grantees.
6. In liaison with the Grants Officer, maintain and ensure appropriate updates to the Grants Management tracker including accuracy of data
7. Participate spot checks and quarterly review meetings with grantee and other stakeholders
8. Support in documenting learnings from the participatory grants making mechanism.
9. Perform other duties assigned by the Grants Officer/and or Project Manager
10. Provide support as needed in other areas of TGG-ALM program.
11. Ensure that all work is aligned with the Programme's Do No Harm, Safeguarding and Emotional wellbeing framework
12. In the spirit of teamwork, provide flexible support to colleagues across Options and the consortium

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

Person specification

Criteria	Essential	Desirable
Qualifications		
Pursuing bachelor's degree or within one year after graduation from a bachelor's or master's programme in any business-related course .	✓	
Professional accounting qualification preferably CPA or ACCA.	✓	
Experience		
Financial management experience		✓
Skills and attributes		
Ability to use basic functions of Microsoft Excel and other Microsoft Office programs Strong interpersonal and analytical skills Attentive to details Able to deliver quality work within tight deadlines with minimal supervision; Hard working and results oriented Verbal and written communication skills	✓ ✓ ✓ ✓ ✓ ✓	✓
Other requirements		
Strong understanding of, and personal commitment to women and girls' human rights, and equal opportunities Fluency in English (spoken, written, reading) Ability to travel locally as required	✓ ✓ ✓	