

Vacancy Announcement No.:	AAS/FA/17/013
Position Title:	GFGP Program Officer
Department	AESA
Position Location:	Nairobi, Kenya
Reporting to	GFGP Senior Advisor
Organization	African Academy of Sciences
Duration:	3 Years Renewable
Closing date:	13th November 2017

Organization Overview:

The AAS is a pan African organisation headquartered in Kenya, which aims to drive sustainable development in Africa through science, technology and innovation. It has a tripartite mandate of pursuing excellence by recognising scholars and achievers; providing advisory and think tank functions for shaping the continent's strategies and policies; and implementing key Science, Technology and Innovation (STI) programmes that impact on developmental challenges through the agenda setting and funding platform, the Alliance for Accelerating Excellence in Science in Africa (AESA).

Specific Responsibilities:

- Manage the subscription payment system which will link to the AAS financial accounting system
- Maintain and provide reports from the database on subscription income and renewals
- To maintain / update the terms and conditions grantors and grantees will need to accept to access the GFGP portal.
- Manage a "help line" support capability for the grantors and grantees. (FAQ's, chat room etc)
- Curate the 48 procedures and 55 policies required by grantees to be in compliance with the GFGP standard. To write any procedures and policies which cannot be sourced
- To assess the requirement for, and develop, any guidelines requested by the grantees which are not covered by the procedures and policies.
- To support the supplier developing the portal training and development content
- Managing any additional staff required by the GFGP Business Unit
- Support the development of the GFGP learning and development programme and associated materials
- To manage the development of the training materials / guidance notes for implementation of the GFGP standard and assessment tool
- Develop and maintain good relationships with grantor and grantee stakeholders.

- To develop a network of language translation suppliers to ensure all GFGP materials, and help line support, are made available in additional languages which are likely to include French, Spanish and Portuguese.

Qualifications, Skills and Experience

- A post-graduate qualification in accountancy from an internationally recognised institution;
- Proven track record of managing, mentoring and developing staff;
- High class leadership skills appropriate to a complex academic, training and cultural environment;
- Excellent writing and spoken communication skills;
- Excellent presentation, proposal and report writing skills;
- Spoken and written French, Spanish or Portuguese will be an added advantage.

Applicants must email a completed application form from the AAS website, a detailed curriculum vitae with a list of referees and a cover letter to recruitment@aasciences.ac.ke, with the **Position and Vacancy Number as the Subject** by **13th November 2017**. Only shortlisted candidates will be contacted.