



## The African Academy of Sciences

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Vacancy Announcement No.:	<b>AAS/2015/005</b>
Position Title:	<b>Programme Manager, Good Financial Grant Practice</b>
Position Location:	<b>Nairobi, Kenya</b>
Organization	<b>The African Academy of Sciences</b>
Department	<b>AESA</b>
Reporting to:	<b>Director, AESA Programme</b>
Duration:	<b>1 Year</b>
Closing date:	<b>28<sup>th</sup> October, 2015</b>

### **Organization Overview:**

The African Academy of Sciences (AAS) is both an honorific society and a development oriented mobiliser of the entire African science and technology community. It has recently developed a new programmatic unit, the Alliance for Accelerating Excellence in Science in Africa (AESA) in partnership with the African Union's technical arm, NEPAD Agency (New Partnership for Africa's Development) and with support from three global funders. It aims to foster the long-term sustainable funding and development of global health research leadership and scientific excellence in Africa.

There are challenges faced by funders intending to make awards to recipient institutions. These include the recipients finance functions being under-funded and under-resourced as well as funders independently needing to carry out grant assurance programmes such as individual institutional assessments, audits and development programmes. This can result in grant recipients having multiple audits, and inconsistent requirements from funders. A main cause of this replication of activity and inconsistency is there is no universally accepted standard of what represents "best practice" for the management of grant funds.

To rectify the situation international partners have come together to support the creation of a standard, develop an assessment tool to measure performance against the standard, and to support training and future management of the GFGP certification process. The Wellcome Trust and the Medical Research Council of the UK are funding the development and publication of a new pan African standard to be called Good Financial Grant Practice (GFGP).

### **Programme Manager Role Overview:**

The GFGP project will be hosted at the AAS as the development and implementation of the standard for GFGP aligns perfectly with the objectives and aims of the AAS and the AESA platform. A programme manager is required to join the AAS and lead the development of the new standard for GFGP.

Discussions with the African Organisation for Standardisation (ARSO) have clarified the most effective development route for a pan African standard for Good Financial Grant Practice (GFGP). Under sponsorship from this project, ARSO will take the lead in co-ordination of the consensual development of the standard with the National Standards Boards (NSB's) from several (~15) African countries, and an appropriate number of representatives of funders and

recipients.

A critical component of developing a successful GFGP standard will be obtaining input from a wide variety of funders and fund recipients. Accordingly, a series of key stakeholder workshops will be held in the initiation phase of the programme to collect and collate input from stakeholders as to their needs and requirements in the new GFGP standard. It is planned these workshops will be held in West, East and Southern Africa, Europe and the USA. The Programme Manager will be expected to play a pivotal role in organising and facilitating these workshops.

A supplier will be contracted to collect and collate the output from these stakeholder meetings and produce the first technical draft of the GFGP standard. Subsequently, the draft standard will be managed through the development stages in the ARSO Technical Harmonisation Committee to which this standard has been assigned.

Subject to additional funding becoming available it is planned to develop a web based tool for the assessment of recipients financial grant capability and capacity with an associated data base of recipient responses. This Programme Manager role may be expanded to include these additional activities and the management of the staff associated with these activities.

### **Key Objectives:**

1. To manage and report on all the aspects of the Programme
2. To organise and run the stakeholder meetings.
3. To manage the supplier providing the technical draft of the GFGP standard.
4. To maintain effective working relationships with the Programme Steering Group and other key stakeholders.
5. Effectively communicate all aspects of the programme both within and outside the AAS.

### **Main duties:**

1. Develop and disseminating the project work plan to stakeholders.
2. Provide overall guidance on the implementation of activities under the work plan.
3. Day to day monitoring of activities under the work plan.
4. Management and reporting of the programme budget.
5. Organising the stakeholder workshops.
6. Attending and facilitating the stakeholder workshops.
7. To work closely with the Senior Advisor to the programme.
8. Prepare the draft of the reports to the Programme Steering Committee and submit them to the AESA Director and Senior Advisor in a timely manner.
9. To attend the ARSO THC meetings where the GFGP standard is being reviewed.
10. To organise and facilitate the meetings for training fund recipients in the use of the new standard.
11. Develop and maintain good relationships with partners and stakeholders.
12. Develop and maintain an effective communication strategy across all stakeholder groups including, but not limited to, regular newsletters, AAS website, and social media such as twitter and facebook.

### **Organizational Relationships:**

- Reporting to the Director, AESA Programme.
- Supported by the Senior Advisor to the GFGP Programme.
- Work with other teams across AAS-AESA where appropriate.

### **Person specification**

<b>QUALIFICATIONS</b>	<b>ESSENTIAL</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• A higher degree ( e.g. Masters) or a suitable professional qualification is essential. Suitable subjects could be in business administration ( i.e an MBA), finance, environmental studies, biological or physical sciences.</li></ul>
<b>QUALIFICATIONS</b>	<b>DESIRABLE</b>
	<ul style="list-style-type: none"><li>• Project management ( Formal training in Prince 2 or MS Project)</li><li>• Financial management (does not have to be a formal accountancy qualification)</li></ul>
<b>BACKGROUND/ EXPERIENCE</b>	<b>ESSENTIAL</b>
	<ul style="list-style-type: none"><li>• A minimum of 5 years' experience working in the operational functions of a grant funded organisation in a low to middle income country.</li></ul>
<b>BACKGROUND/ EXPERIENCE</b>	<b>DESIRABLE</b>
	<ul style="list-style-type: none"><li>• A minimum of 3 years' experience in an operational role in a grant funded NGO or a research organisation, in a low to middle income country, with span of control covering one or more of the following functions :- Finance, HR, Procurement &amp; Logistics.</li></ul>
<b>SKILLS</b>	<b>ESSENTIAL</b>
	<ul style="list-style-type: none"><li>• Financially literate</li><li>• Proven skills in networking and relationship building</li><li>• Strong analytical and information gathering skills</li><li>• Excellent writing and facilitation skills</li><li>• Strong communication and representational skills</li><li>• Strong administrative skills</li><li>• Ability to work alone and on one's own initiative</li></ul>

	<ul style="list-style-type: none"> <li>• Cultural sensitivity</li> <li>• Understanding of and commitment to humanitarian principles and action</li> <li>• Willingness to travel extensively.</li> <li>• Team Player, Promotes change and is a change driver.</li> </ul>
<b>PERSONAL QUALITIES/INNATE ABILITIES</b>	<ul style="list-style-type: none"> <li>• Empathetic approach to interpersonal relationships</li> <li>• Excellent listening skills</li> </ul>
<b>MOTIVATION/WORK RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>• Ability to work both as a leader and as part of a team within a defined organisational structure.</li> <li>• Ability to work effectively within a matrix structure.</li> <li>• Ability to work well with people across the AAS and externally.</li> </ul>

## Application

Interested candidates are invited to access the Job Application Form on this link <http://www.aasciences.org/> and submit a CV, the completed Application Form and a covering letter by email to [recruitment@aasciences.org](mailto:recruitment@aasciences.org), no later than the 28th Oct 2015. Only shortlisted candidates will be contacted.

## **Background**

The AAS is a pan African organisation with a dual mandate to recognise scientific excellence and to implement major Science, Technology & Innovation (STI) programmes on the continent. It is an Academy of all Sciences that has honoured more than 300 achievers and is implementing programmes in six priority STI areas. It has a strategic partnership with the African Union, strong representation at the Pan African University (PAU), and a framework agreement of collaboration with the African Union's technical arm, the NEPAD Agency.

The AAS has recently established a new science funding and agenda-setting programmatic unit, AESA in partnership with the African Union's technical arm NEPAD and with support from three major funders of global health research and development. AESA aims to impact global health and development by fostering the long-term sustainable development of science excellence, research leadership, and innovation in Africa. It will be both a think tank and a platform for implementing major scientific initiatives in Africa.

AESA will initially focus on health research, expanding to other science areas such as food and nutrition, energy and environment. It will capitalise on African government's increasing commitments to STI as has been highlighted in the Declaration of African Head of States (2007), the Algiers Declaration (2008), the Bamako Call for Action (2008) and in the African Union (AU)'s Science, Technology and Innovation Strategy for Africa (STISA 2024).

AESA will identify challenges that hinder rapid scientific advancement in Africa, run open calls for proposals with transparent review processes, actively manage grants and evaluate and measure the impact of such investments. Recognising that more than 60% of the continent's population is young, the platform will develop programmes such as early and mid-career fellowships that will inspire young people and engage them to contribute intellectually and practically to critical areas of science technology and innovation for Africa's development. Further, AESA will leverage funding from African sources and a broad range of funders within and outside Africa so as to secure long-term sustainability. It is envisaged that such a platform, which would be Africa-led, Africa-centred and Africa-specific in its agenda for strategic research and development, will forge strong alliances globally with organisations that have similarly aligned objectives and interests.

AESA will play a key role in building a world class scientific and programmatic unit that will also serve as a think-tank in setting priorities and aligning them with funders and governments. Although initially the platform will be an implementing body, its development over time as a think tank is important. The vision is that the platform will evolve beyond just being an implementing partner to become a strategic thought partner, setting and aligning a programmatic agenda.

AESA and its funding partners will be guided by three key areas of focus:

- **People:** supporting bright African scientists with the best ideas through competitive grant award mechanisms in key priority areas of research, fostering career paths for early, mid and eventual senior research leadership roles.
- **Environments:** building scientific intellectual capacity and excellence that will foster the right environments to attract and retain excellent people.
- **Resources:** supporting the mobilisation of sufficient resources from multiple sources that will sustain adequate funding of STI programmes in Africa to realise positive impacts in global health and development.