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5th July, 2016

Dear Sir/Madam,

RE: Application for the position of Business Good Financial Grant Practice (GFGP)

Greetings,

I am currently serving with Jhpiego Kenya as a Grants Manager in the USAID –PEPFAR funded program (APHIAPLUS KAMILI) and would wish to apply for the Finance and Awards Manager with your esteemed organization.

I have taken a lead role in my position in providing full cycle grants management support and oversight including reviewing and approving all award and sub award documents, ensuring compliance with donor regulations, reviewing requests related to procurement regulations, ensuring accurate reporting, billing and payments as well as provision of on-site technical support to partner organizations. I also assist in the development, updating and maintenance of corporate policies and procedures and deliver grants and contracts training to partner organizations staffs.

I closely work with the programs team to ensure that the goals of the program are achieved and make for an excellent team player.

I have gained tremendous knowledge in grants administration and financial management and I have worked in USAID, SIDA and DfID funded projects in my previous roles. I graduated from the University of Nairobi with an undergraduate degree in Bachelor of Arts (Economics Major) and attained professional certification in Certified Public Accountancy courses (CPA) level III at Strathmore University. I am currently undertaking MA in Project Planning and Management. I am computer literate with relevant computer skills in Microsoft spread sheets, internet, UNIX and sun systems accounting package.

I am a good listener with a solid work ethic and the desire to excel and meet set deadlines. I also enjoy working in a fast-paced environment. So far I have provided support to Jhpiego country offices in Tanzania and South Sudan on grants Management and yearning to grow career wise as a global citizen.

I would very much like to discuss this opportunity with you for my candidature in this position and look forward to hearing from you.

Sincerely,
Milka