

Susan Kerubo Onsongo
P.O Box 4251-00506, Nairobi
M: +254 724 444626
E: kerubonsongo@gmail.com

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To: The Human Resource Manager,
The African Academy of Sciences (AAS)

Dear Sir/Madam,

Re: Application for Business Development Manager Reference No. AAS/16/GA/002

It is with great enthusiasm that I submit my application for the position of Business Development Manager at The African Academy of Sciences (AAS). I believe that my passion for grants management, strong commitment to budget monitoring and interest in capacity building partners make me an ideal candidate to join the Grants team at AAS.

As a candidate, here's what I could immediately bring to the table:

- A passionate capacity builder. Everything I have engaged in so far has all been driven by my keen interest in developing the local organizations that PSI works with on internal controls and best financial management practices. As a sub award accountant, I undertook audit and financial assessments of either NGO or international aid funded organizations. I identified capacity building needs of their finance staff and ensured relevant trainings were conducted. It is this passion that has driven every one of my career decisions thus far. I'll transfer this experience to AAS by providing technical support in the Technical Working Group meetings, workshops and other forums.
- Excellent writing and facilitation skills. In my current job, I draft and also review fund proposals from grantees. I also responded to queries from the grantees and this enabled me to critique and ensure quality and consistency of the documents. I'll transfer this skill to AAS by managing the suppliers who will be providing the technical drafts of the Good Financial Grant Practice (GFGP) standard and the development of the GFGP assessment tool.
- An effective manager. I have an understanding of grants management and articulating clear practical recommendations. In my role at sub award accountant, I managed Sub-grants and integrated programs. I was able to showcase my managerial abilities as a Sub award Accountant in USAID funded project by leading the management of finances and contracts, drafting amendments within the consortium. At Population Services International, I prepared financial reports for donors. In addition, I had the opportunity to analyse spending trends and provided feedback to team leaders on areas with significant over- or under spending, which further shows my dedication to grants management.

I would welcome an opportunity for an interview to further discuss my suitability for this position.

Yours sincerely,



Susan Kerubo Onsongo