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THE HR AND ADMINISTRATION MANAGER,  
AFRICAN ACADEMY OF SCIENCES,

Dear Sir/Madam

#### APPLICATION FOR POSITION OF BUSINESS DEVELOPMENT MANAGER

I am interested in the position of Business Development Manager as advertised on your webpage.

I seek to bring knowledge, skills, values and experience gained through trainings I have a Master's in Business Administration -Finance at the University of Nairobi. I am a holder of a Degree in Bsc Wood science and Technology (Moi University), A Certified Public Accountant of Kenya (CPAK) and have been trained by InsideNGO ( USAID Contracts and USAID Rules and Regulations) .I have a combined fourteen years' experience in finance administration, grants management and management of USAID, DFID, UNHCR, EC DANIDA,SIDA,BPRM and BMZ funds.

I currently work with Act Change Program, as the Grants Manager. I oversee the overall administration of three different awards. This involves Proposal management oversight, Capacity development coordination, Management of funds and compliance and grantee audits. My Immediate previous position was with International Rescue Committee, Kenya office as the Grants Specialist – Peace Initiative Project where I oversaw grants in a USAID funded program. This involved pre award assessments of potential grantees, reviewing budgets and preparation of grant documentations. Post award through technical supervision of running grants and closeouts

I have worked with Pact Inc, Kenya Office as the Grants Manger –Safe where I oversaw a grants administration for USAID sub- grants in the coast region from pre –award, administration, budget monitoring to final closeout. Prior to that, I worked for Hebrew Immigrant Aid Society (HIAS), Chad as Finance and Administration Manager overseeing all finance and administration aspects of the organization ,this included overseeing internal financial procedures, budgets formulation, management accounts ,Finance reporting to HQ and donors ( UNHCR and BPRM ), final audits and administration of both International and local staff human resources. I equally worked with Heinrich Boll Foundation , Regional Office East and Horn of Africa as the Somalia Finance Officer . I also worked for Pact Sudan as a Grants Officer in charge of partners grant awards, program implementation, partner's capacity building Budget monitoring, closeouts and reporting on USAID, DFID and UNHCR funds.

I welcome the opportunity to discuss with you how best I may help African Academy of Sciences achieve its objectives, I can be reached by phone +254 733 893980.

Thank you for your time and consideration.

Yours Faithfully,  
Christopher Rasugu

