



## Grants Manager (Ref: C3HP/GM/12-21)

### Background

Deloitte Tanzania has been awarded a contract to implement a Comprehensive Client-Centered Health Program HIV/TB LOC (C3HP) in Southern regions in Tanzania. This is a five year project (November 9, 2021 to September 30, 2026) funded by the American People through USAID aiming at supporting the Government of Tanzania's (GOT) Ministry of Health and Social Welfare, Elderly and Children (MOHCDGEC) and the President's Office- Regional Administration and Local Government (PORALG) at the central level and in target Mainland regions to deliver high quality integrated HIV and TB prevention, care and treatment services that will improve health outcomes, particularly for youth and children. The program intends to increase the demand for and use of quality integrated HIV and Tuberculosis services in Iringa, Lindi, Morogoro, Mtwara, Njombe, and Ruvuma regions by improving access to quality services in both facilities and the surrounding communities, promoting positive health seeking behaviors among Tanzania's population, and enhancing the overall policy environment for HIV & TB service delivery.

Deloitte is therefore seeking for experienced, self-motivated, a highly competent individual with exemplary ethical conduct to join the C3HP program as **Grants Manager** based in Dar Es Salaam.

### Job Purpose

Provide grants management support to the program by ensuring the grants management process is managed effectively from solicitation to contracting; timely disbursement of funds and submission of accountabilities.

### Key Responsibilities

- Oversee and coordinate the grants management process from solicitation to contracting of sub grantees
- Review all payment requests to ensure that they meet the standard allowable, allocable and reasonable
- Monitor and ensure timely liquidations of sub-grantees' balances and that all accountabilities are up to date
- Review and approve reprogramming requests from sub-grantees, and ensure financial compliance against the grants budget
- Carry out annual fixed asset register for all sub-grantees
- Train sub grantees on financial management policies and USAID rules and regulations and conduct quarterly supportive supervision to build capacity of sub-grantees
- Prepare grants quarterly reports

### Requirements

- Master's degree in Accounting, Finance or related field
- A minimum of five years relevant working experience with two years at managerial level
- Good knowledge of USAID policies and regulations
- Excellent knowledge of grants management



If you believe you are the right candidate for the job, submit a cover letter including your current and expected remuneration, detailed CV, copies of your academic certificates and transcripts, and three referees to [C3HP@deloitte.co.tz](mailto:C3HP@deloitte.co.tz). For your application to be considered, it **MUST** quote the job title, reference number and your preferred region on the email subject line. Submission deadline is 10th December 2021 at 4:30 p.m. Hard copy applications will **NOT** be accepted.

This position is on a one-year renewable contract, subject to performance and availability of funding from the donor. The job offer is conditional to successful vetting, including professional reference checks and limited lifestyle audit.