

**Programme Officer, Grants Management  
REF: NSDCC/18**

<b>Job Title</b>	Programme Officer, Grants Management
<b>Grade</b>	NSDCC 7
<b>Contract Term</b>	3 Years renewable, subject to satisfactory performance
<b>Corporation/Organization</b>	National Syndemic Diseases Control Council
<b>Directorate</b>	Finance and Grants Management
<b>Department</b>	Grants Management
<b>Location / Workstation</b>	Headquarters, Nairobi
<b>Reporting Relationships</b>	
<b>Reports to</b>	Principal Programme Officer
<b>Job Purpose</b>	
Provide technical support and capacity building for health promotion, the prevention, control, and management of Syndemic diseases; and to support the strengthening of primary health care systems in the country, initiating development, implementation, monitoring, evaluation, and review of the programmes Policies, Strategies and guidelines. The role is also responsible for implementing prudent management of grant budgets.	
<b>Key Responsibilities/ Duties / Tasks</b>	
<ol style="list-style-type: none"> <li>1. Assisting in grant proposal development for the Council;</li> <li>2. Assisting in reviewing applicants and grantee financial reports to perform grant due-diligence procedures and identify potential concerns;</li> <li>3. Assisting in maintaining grant compliance and reporting, including outcome measurement and grant budgets taking responsibility for meeting high standards of effectiveness, timeliness, and completeness; and</li> <li>4. Participating in the monitoring and oversight of utilization of grants to ensure accountability.</li> </ol>	

<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>
<b>Academic qualifications</b>
Bachelor's Degree in any of the following fields Public Health, Epidemiology, Bio-Statistics, Health Economics, Social Sciences, Business Development, Development Studies and Business Administration or equivalent qualifications from a recognized institution.
<b>Professional Qualifications / Membership to professional bodies</b>
Be a member of a relevant professional body.
<b>Functional Skills, Behavioural Competencies/Attributes:</b>
<ol style="list-style-type: none"> <li>1. Strong analytical skills;</li> <li>2. Communication skills;</li> <li>3. Strategic and innovative thinking;</li> <li>4. Strong interpersonal skills; and</li> <li>5. Negotiation skills.</li> <li>6. Proficiency in computer applications.</li> </ol>

Applicants who meet the above requirements should submit their applications, including an application letter accompanied by a detailed curriculum vitae that lists three (3) professional referees, current position/grade, daytime telephone contacts, email address, copies of certified academic and professional certificates, testimonials and a copy of the National Identity Card or Passport. All applications should **quote the title and reference number** of the position on the cover letter and envelope and be submitted not later than **Wednesday, March 4, 2026, 5.00 pm EAT** to the address below or electronically to [recruitment@nsdcc.go.ke](mailto:recruitment@nsdcc.go.ke)

**The Chairperson  
National Syndemic Diseases Control Council  
Maktaba Kuu Building 2<sup>nd</sup> Floor  
P.O. Box 61307 – 00200  
Nairobi  
KENYA**

Only shortlisted candidates will be contacted. Canvassing will result in automatic disqualification.

Successful candidates will be required to obtain the following clearance documents:

1. Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI)
2. Tax Compliance Certificate from the Kenya Revenue Authority (KRA)
3. Clearance Certificate from the Higher Education Loans Board (HELB)
4. Clearance from the Ethics and Anti-Corruption Commission (EACC)
5. Clearance Certificate from a Credit Reference Bureau (CRB)

NSDCC is an equal opportunity employer and is committed to inclusivity and diversity. Persons with disabilities and individuals from marginalized and minority communities who meet the qualifications are strongly encouraged to apply.