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**Job Opportunity**

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| **IDENTIFICATION** | |
| **JOB TITLE** | Research Grant Development Officer |
| **REPORTING TO** | Director, Research, Innovation and Community Extension |
| **DIRECTORATE/UNIT** | Directorate of Research, Innovation and Community Extension |
| **PHYSICAL LOCATION** | Amref International University |

**Background:**

Amref International University (AmIU) was founded in 2017 as a premier Pan-African institution specializing in health sciences and operates as an affiliate of Amref Health Africa. Leveraging the extensive expertise and legacy of Amref Health Africa, renowned for over 60 years of pioneering public and community health initiatives across more than 30 African nations, AmIU is dedicated to advancing education, research, and outreach in health sciences. With a core focus on promotive, preventive, rehabilitative, and palliative healthcare, the university offers a comprehensive range of academic programs, including postgraduate, undergraduate, higher diploma, diploma, and certificate courses, alongside Continuing Professional Development (CPD) courses tailored to equip healthcare professionals for diverse roles within the health sector.

AmIU aims to transform into a research university, with 50% of its income generated from research initiatives. To achieve this, AmIU is collaborating with the University of Southern California to hire a Research Grant Development Officer to advance its research agenda and ensure sustainable growth. For more information about AmIU, visit our website at [www.amref.ac.ke](http://www.amref.ac.ke)

**Main Purpose of the Job**

The Research Grant Development Officer is responsible for crafting high-quality grant proposals and related materials to support research initiatives, focusing on securing funding from diverse sources. This role requires strong writing, research, and organizational skills to align proposals with the University's research strategic priorities and funding agency requirements. The Research Grant Development Writer will collaborate with the University of Southern California (USC), the Institute for Inequality in Global Health (IIGH), AmIU faculty, researchers and partners to develop persuasive and competitive grant submissions.

**Key responsibilities**

| **Key Area** | **Main Tasks** |
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| **Pre-Positioning** | * Collaborate with the University of Southern California, Institute for Inequality in Global Health, AmIU, and Amref Health Africa to scout for research funding aligned with University priorities. * Analyse and prioritise potential funding sources and prepare recommendations based on AmIU-specific go/no-go decision criteria. |
| **Grant Proposal Writing and Development** | * Collaborate with the University of Southern California’s Institute for Inequality in Global Health and AmIU faculty to respond to research opportunities. * Work closely with faculty and research teams to identify and synthesise relevant research opportunities. * Draft concept notes aligned with the identified research goals and objectives. * Develop and edit research grant proposals, letters of intent, and supporting documents that effectively communicate project objectives, significance, and methodologies. * Tailor each grant proposal to meet individual funding organisations' specific priorities and requirements, including foundations, government agencies, and international donors. Conduct literature reviews and synthesise findings to inform the study proposal |
| **Collaboration and Coordination** | * Work closely with research teams, finance staff, and other stakeholders to gather essential information for grant applications, ensuring all data is accurate and complete. * Coordinate with faculty to develop program narratives, budgets, timelines, and other critical elements necessary for compelling proposals. * Support research teams by collecting relevant country-specific and technical information to inform the proposal’s design and content. * Manage proposal development timeline and review process, ensuring budget alignment, responsiveness, compliance with donor guidelines and the specific requirements of each call for proposals. * Compile and format all proposal components as required by the funder, including obtaining letters of support and collecting information from partners. * Foster effective working relationships with faculty and partners on proposal bids and support the management of consultants involved in proposal development. * Network with strategic donors, including Ministries of Health, to gather intelligence on funding opportunities, maintain an updated donor contact database, and coordinate with crucial in-country and international donors. |
| **Budgeting and reporting** | * Draft budgets that align with funder requirements by working closely with USC, IIGH, AMIU, and other partners' finance teams. * Ensure budgets comply with institutional and funder guidelines and support realistic project implementation |
| **Compliance and Post-Award Support** | * Monitor and adhere to grant compliance standards, ensuring all submissions meet funder requirements and institutional policies. * Support post-award activities by assisting with report generation, milestone tracking, and grant amendment processes |
| **Capacity Building** | Participate in capacity building and training sessions for researchers on grant writing in line with funder expectations. |

**Required Qualifications, Experience and Skills**

* A Bachelor's degree in a Public Health, Social Sciences or related discipline; Masters degree
* At least three years of experience within an academic or research institution, including significant proposal and grant writing involvement.
* At least two years of experience responding to funding opportunities from the National Institutes of Health (NIH) and other funding agencies, including private foundations.
* Proven success in writing and developing research grant proposals, demonstrated by a track record of funded applications.
* Strong research, writing, and editing skills, with the ability to effectively and persuasively communicate complex ideas.
* Knowledge of budget development for grant proposals and understanding of grant compliance requirements.
* Excellent organisational skills, with the ability to manage multiple projects, prioritise tasks, and meet deadlines.

**Personal Attributes**

* High attention to detail and accuracy
* Ability to prioritise own workload and work with minimal supervision
* Ability to lead complex proposal development teams
* Quick learner willing to go the extra mile to achieve deadlines
* Able to work independently as well as part of a team
* Strong interpersonal and communication skills, with the ability to work collaboratively across teams.
* Self-motivated, proactive, and able to work in a fast-paced environment

**How to apply**

Email your application to [recruitment@amref.ac.ke](mailto:recruitment@amref.ac.ke) and have **“Research Grant Development Officer”** in the subject line. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. **Kindly note that this position will remain open until filled, and the selection process will be on a rolling basis**. Please note that only shortlisted candidates will be contacted.

*Duly note that Amref International University does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment. Although Amref may use different job boards from time to time to further spread its reach for applicants, all open vacancies are published on our website under the Vacancies page and on our official social media pages. Kindly note that official emails from Amref International University OR Amref Health Africa will arrive from an @amref.org address.*

*Amref International University is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff to share this commitment. It is an equal opportunity employer and has a non-smoking environment policy.*