

Save the Children

Nairobi, Kenya

CANDIDATURES OUVERTES

Head of Awards, Localisation and Partnerships

Gestion de Projet · Comptabilité & finance

LIEU

Présentiel sur site · Type de contrat indéfini
Nairobi, Kenya
Salaire : Indéfini

CANDIDATURE

place(s) disponible(s)
10 an(s) d'expérience minimum
Publiée le 14/10/2026

DESCRIPTION DU POSTE

The Save the Children Fund, commonly known as Save the Children, is an international non-governmental organization that promotes children's rights, provides relief and helps support children in developing countries.

Key Areas of Accountability

Portfolio Planning, Development, and Management

- Coordinate the submission of all required information and documentation into AMS by relevant functions in a timely manner as new funding opportunities are identified.
- Review award agreements to identify potential risks and provide summaries of key risk areas.
- Participate in go/no-go decision-making processes with Members and the Senior Management Team (SMT), including opportunity and risk assessments.
- Develop funding optimization strategies in collaboration with the Finance team, including match plans, CAM, and other funding mechanisms.
- Support the Country Director (CD) and SPD Manager in strengthening engagement and relationship management with Members and donor representatives on award management and compliance matters.
- In collaboration with the PDQ team, provide strategic portfolio information to the SMT and Save the Children Members through a monthly portfolio analysis report, highlighting pipeline opportunities, active awards, awards under amendment, high-risk awards, and closed awards.

Award Management and AMS Management

- Ensure all award lifecycle processes are completed through AMS workflows in a timely manner and that all relevant information is accurately maintained within the system and in hard-copy files where required.
- Liaise directly with Members to ensure timely issuance of workflows and fund summaries following award approval.
- Establish mechanisms for disseminating award information to ensure all key staff understand award requirements and expectations throughout the award lifecycle.
- Ensure kick-off meetings are conducted promptly for all new awards and that coding structures and budgets are effectively communicated to budget holders.
- Lead Member engagement and relationship management as the SCI focal point for awards, coordinating SCI/Member reviews and revisions of proposals, budgets, and agreements.
- Provide regular updates to the Finance Manager on new awards that impact Master Budget gap analysis and co-lead the maintenance of the CAM calculator.
- Lead the analysis of Budget versus Actual Expenditure (BVA) reports for monthly award review meetings. Work with budget holders to develop and implement corrective action plans and monitor progress against agreed actions.
- Coordinate monthly award review meetings and maintain a tracker of action points and outstanding issues.
- Provide guidance on budget coding and reallocations in collaboration with budget holders.
- Coordinate budget realignments, amendments, cost extensions, and no-cost extension requests to Members and donors in a timely manner.
- Work closely with Programme Operations to ensure timely award close-out meetings. Ensure all meetings are documented, minutes are filed in AMS, and follow-up actions are completed.
- Ensure AMS is accurately maintained, up to date, and provides a complete audit trail for all awards and sub-awards.
- Support Programme Managers in budget development, cost allocation, budget monitoring, phasing, and forecasting, ensuring that phased award budgets are uploaded into Agresso.

Reporting to Members and Donors

- Coordinate the award reporting process to ensure high-quality reports are submitted within agreed timelines.
- Share the award reporting schedule with the Extended Senior Management Team on the first working day of each month.

- Support the preparation of financial reports, with responsibility transitioning to Finance once appropriate staffing capacity is established.
- Review all award reports prior to submission to Members and donors to ensure completeness, accuracy, and compliance.
- Share Members' qualitative feedback on reports with relevant stakeholders on a monthly basis.
- Ensure donors and Members are informed of any significant award-related issues.
- Manage contractual relationships with donors and Members through effective communication on reports, contracts, amendments, and audits.
- Collaborate with relevant functions and Members to strengthen project staff capacity in quality reporting.

Donor Compliance

- Ensure donor compliance requirements, including reporting deadlines, amendment procedures, audit requirements, and SCI award management policies, are clearly understood and adhered to.
- Ensure potential compliance issues and amendment requests are promptly communicated to donors through the relevant Save the Children Member.
- Develop business cases and support negotiations where donor waivers or derogation requests require detailed justification.
- Collaborate with Member focal points to ensure all donor compliance requirements are captured in AMS before fund summary workflows are initiated.

Localisation

- Lead the implementation of the Country Office Localization Strategy, in line with Save the Children's Global Partnership Framework, Localization Policy, Grand Bargain commitments, and CHS standards.
- Ensure partnership and localization priorities are fully integrated into country strategic planning, annual plans, and humanitarian response strategies.
- Drive the operationalization of localization across its seven dimensions, identifying and addressing operational bottlenecks and influencing systems, processes, and decision-making.
- Coordinate periodic self-assessments on partnerships and localization, ensuring action plans are developed, implemented, monitored, and reported to SMT

Partnership Management

- Provide capacity-building and compliance support to both new and existing partners, working closely with Programme Operations to ensure partner performance meets donor expectations.
- Conduct regular spot checks to ensure all partner documentation, including reports, is uploaded and maintained within AMS.
- Lead and coordinate partner scoping, mapping, assessment, and selection processes in collaboration with PDQI and program teams. (implementing the Equitable Partnership Management Cycle)
- Ensure partners are actively engaged in programme design, proposal development, planning, and budgeting, including adequate resourcing of partner support and capacity strengthening.

Staff Management and Development

- Strengthen the capacity of the Award Management Team in award lifecycle management and build the capacity of budget holders on their award management roles and responsibilities.
- Manage the performance of direct reports through effective application of SCI's Performance Management System.
- Address underperformance through clear documentation, performance improvement plans, and structured development work plans.
- Foster a culture of accountability, continuous learning, and professional development within the team.

Behaviours (Values in Practice)

Accountability:

- holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to

Creativity:

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrity

Qualifications

- Bachelor's degree in International Development, Business Administration, Finance, Accounting, or a related field.
- Professional accounting qualification (CPA, ACCA, or equivalent) is highly desirable.
- Minimum of 10 years of progressively responsible experience in award, grant, portfolio, or financial management, preferably within an international NGO or donor-funded environment, including at least 7 years in a senior leadership role.
- Demonstrated experience managing complex, multi-donor portfolios and leading cross-functional teams to deliver high-quality programme and award management outcomes.

Experience and Skills

Essential

- Proven experience in staff management, supervision, coaching, and capacity building, particularly in award and grant management.
- Significant experience managing complex award portfolios and donor-funded programmes.
- Proven track record in grant and contract management, including sub-award administration and donor compliance.
- Strong knowledge of major institutional donor requirements and regulations, including but not limited to USAID, FCDO, ECHO, EU, UNICEF, WFP, and other bilateral and multilateral donors.
- Experience developing and implementing award management systems, processes, and controls across the award lifecycle.
- Demonstrated ability to communicate effectively and influence stakeholders in a complex, multicultural environment.

- Excellent interpersonal, negotiation, facilitation, and relationship management skills.
- Strong financial management skills, including budget development, forecasting, financial analysis, and budget monitoring.
- Excellent analytical and problem-solving skills with strong attention to detail.
- Proven ability to identify, assess, and mitigate award-related risks.
- Strong planning, organizational, and coordination skills, with the ability to manage multiple priorities and meet tight deadlines.
- Ability to remain flexible, adaptable, and responsive in a fast-paced and changing environment.
- Proficiency in Microsoft Office applications, particularly Advanced Excel, Word, Outlook, and financial management systems.
- Experience working collaboratively with Programme Development and Quality (PDQ), Operations, Partnerships, and Finance teams.
- Willingness and ability to travel regularly to field offices and operate effectively in challenging environments when required.
- Highly developed cultural awareness and demonstrated ability to work effectively with individuals from diverse backgrounds and cultures.
- Strong commitment to Save the Children's vision, mission, values, and child rights programming.
- Commitment to complying with all Save the Children policies, including Child Safeguarding, Prevention of Sexual Exploitation and Abuse (PSEA), Health and Safety, Security, Diversity, Equity and Inclusion, and Code of Conduct requirements.

Desirable

- Experience using the Award Management System (AMS).
- Significant experience working with international NGOs in complex humanitarian and development settings.
- Experience in localisation, partnership development, and partner capacity strengthening.
- Experience managing strategic partnerships with local NGOs, community-based organizations, government institutions, and private-sector stakeholders.
- Understanding of Save the Children's programme management framework and operational systems.
- Experience supporting resource mobilization, proposal development, and business development initiatives.

- Knowledge of Agresso/Unit4 ERP or similar financial management systems.
- Experience leading organizational change, process improvement, and portfolio optimization initiatives.

Method of Application

Apply through Save the Children's recruitment portal (link above).

Source: MyJobMag Kenya — published 14 October 2026. Location: Nairobi. Deadline: not specified.

PRÉREQUIS

- Bachelor's degree in International Development, Business Administration, Finance, Accounting, or a related field
- Professional accounting qualification (CPA, ACCA, or equivalent) is highly desirable
- Minimum of 10 years of progressively responsible experience in award, grant, portfolio, or financial management, preferably within an international NGO or donor-funded environment, including at least 7 years in a senior leadership role
- Demonstrated experience managing complex, multi-donor portfolios and leading cross-functional teams
- Proven experience in staff management, supervision, coaching, and capacity building
- Proven track record in grant and contract management, including sub-award administration and donor compliance
- Strong knowledge of major institutional donor requirements (USAID, FCDO, ECHO, EU, UNICEF, WFP and others)
- Strong financial management skills (budget development, forecasting, analysis, monitoring)
- Proficiency in Microsoft Office, particularly Advanced Excel, and financial management systems
- Willingness and ability to travel regularly to field offices
- Commitment to Save the Children policies (Child Safeguarding, PSEA, Health and Safety, Security, DEI, Code of Conduct)
- Desirable: experience using the Award Management System (AMS)
- Desirable: experience in localisation, partnership development and partner capacity strengthening
- Desirable: knowledge of Agresso/Unit4 ERP or similar systems

DOCUMENTS À FOURNIR POUR CANDIDATER

- Curriculum Vitae (CV)
- Lettre de motivation

CONTACT RECRUTEMENT

LIENS UTILES

Offre en ligne	https://middlefolio.online/offers/head-of-awards-localisation-and-partnerships
----------------	---

Blog Middle Folio	https://middlefolio.online/blog
-------------------	---

Retrouvez d'autres offres et entreprises sur Middle Folio : **middlefolio.online**