



JOB DESCRIPTION

Job Title	Grants and Compliance Officer
Reports to	Finance Manager
Salary Grade	8
Contract Duration	One year, renewable
Location	Remote, with an option to work from the Nairobi Office

Tax Justice Network Africa

Tax Justice Network Africa (TJNA) is a pan-African organisation and member of the Global Alliance for Tax Justice (GATJ). We advocate for pro-poor taxation systems and the strengthening of tax regimes to promote domestic resource mobilisation. TJNA aims to challenge harmful tax policies and practices that favour the wealthy and those that aggravate and perpetuate inequality. Our policy influencing enables citizens and institutions to seek fair tax systems.

About the role

The Grants and Compliance Officer plays an important role in providing oversight and support in ensuring the grants management process at TJNA is functional and effective. The role will provide joint-programmes administrative support and ensure roles and responsibilities of grantees and partners are aligned. The officer will be the custodian of the sub-grants policy and ensure its full implementation and compliance.

The Grants and Compliance Officer will also actively participate in supporting the development of joint programming/sub-grant project work plans and budgets and ensuring that all requirements for successful project implementation are fulfilled. The Officer will work closely with the Joint Programme Project leads, the Finance Department, and the Partnership and Institutional Learning and Finance Department.

Key Responsibilities

- Develop and maintain an internal compliance dashboard for sub-grants and joint programming to track programmatic, financial, and administrative deliverables committed to by grantees and partners.
- Ensure complete understanding of joint-programming initiatives, including responsibilities of grantees and partners.
- Develop and standardize templates of contracts/addendums and other relevant agreements for joint programming and sub-granting in compliance with the Sub-Grants Policy, ensuring all documents align with donor regulations and organizational standards.
- Oversee and track the development of sub-grant contracts and memorandum of understanding (MoUs) with monetary value and ensure compliance on terms and conditions as prescribed in the contracts are fulfilled promptly and accurately.
- Assist with any adjustments to sub-grant agreements or MoUs based on evolving project needs, donor guidelines, or compliance issues.
- Regularly send reminders to sub-grantees on upcoming reporting deadlines.
- Actively participate in grantee and partner meetings and guide grantees/partners as required.
- Proactively lead the team in streamlining systems and processes to make sub-grant reporting and information sourcing more efficient in close collaboration with the Finance department and Project leads.



- Ensure the sub-grant budget and work plan information is received and shared with the Finance team and Project leads in a timely manner, and grantees are informed of changes and adjustments as required.
- Prepare relevant reports for project leads and the relevant finance team on the status of grant agreement compliance and provide recommendations where necessary.
- Prepare regular reports on sub-grant compliance status, highlighting potential issues and recommending corrective actions where needed.
- Ensure project partners and grantees understand what is expected of them on Financial and Narrative Reporting in consultation with the Finance Officers and/or Project Accountants.
- Proactively participate in Joint Programming Organisational Capacity Assessments and ensure grant management aspects are documented and gaps identified are addressed in consultation with the Finance team.
- Capacity Building: Provide technical assistance and training to grantees and sub-recipients to build their capacity in financial management, compliance, and reporting.
- Collaborate with the Monitoring Evaluation Accountability and Learning team to ensure accurate and timely review of partner/grantee reports.
- Process grantee disbursements in a timely and accurate manner.
- Coordinate the development and distribution of compliance documents (branding compliance, work plan templates)
- Donor Regulations: Ensure full compliance with donor regulations and organizational policies, identifying and mitigating risks where necessary.
- Audit Support: Help prepare for internal and external audits by ensuring accurate and up-to-date grants, subgrants, and joint programming agreements documentation.
- Documentation Management: Maintain comprehensive records of all subgrant agreements, deliverables, and reporting to ensure audit readiness and compliance with donor expectations.

Other experience and Knowledge

- Good oral and writing skills in English. The ability to communicate and work in French will be an added advantage.
- Willingness to travel at least 25% of the time.
- Proficiency in Microsoft Office 365 and Microsoft Business Central.

Key Accountability Areas

1. Grants Management and Administration
2. Grants Compliance
3. Project Management

Professional Qualifications

- Degree in a relevant field (Finance and Project Management)
- Additional training and qualification in grant management and compliance will be an added advantage

Required Competencies & Experience

- Minimum of 5 years of experience in donor compliance and project management, CPA - K
- Experience working with civil society or NGO setting.
- Proven experience managing sub-grants and joint programming initiatives, focusing on compliance, budgeting, and partner coordination



- Excellent verbal, written, and organizational skills to communicate clearly and concisely in person, by phone or by email.
- Demonstrated ability to assess priorities and work under pressure to meet deadlines with attention to detail and quality.
- Ability to work independently and collaboratively to meet deadlines.
- Experience with and commitment to working in a diverse environment.
- Proven ability to work with people and willingness to support others.
- Skills and experience in report and proposal writing
- Strong communication, coordination, and interpersonal skills
- Strong analytical skills (data and financial)

How to Apply:

Does the role profile match your description? Qualified and interested candidates are requested to submit their applications using this link: <https://airtable.com/appUGPEXXFeEufSwy/shru1IINTOK81NZ8y>

The closing date for applications is 10th November 2025. Due to the anticipated number of applications, only short-listed candidates will be contacted.

All personal data shared with us will be handled confidentially and in accordance with the Kenya Data Protection Act, 2019. The information will be used solely for recruitment purposes.

TJNA is committed to creating a diverse environment and is proud to provide equal employment opportunities (EEO) to all employees & qualified applicants. All employment decisions are based on our organisation needs without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age. TJNA complies with all applicable laws governing non-discrimination in employment. All qualified candidates are encouraged to apply.