

## Introduction

KHPT is a not-for-profit charitable entity that spearheads focused initiatives to improve the health and wellbeing of communities in India. In 2003, KHPT was founded with a mission to enhance the health and wellbeing of vulnerable communities and our journey started with the focus on reducing the prevalence of HIV in Karnataka, specifically among most at-risk populations. These interventions were evidence-driven, systematically planned, rigorously implemented, and monitored. We succeeded in scaling impact well beyond Karnataka and KHPT became a learning site for innovative approaches. We work primarily in the fields of Maternal, Neonatal & Child health (MNCH), Tuberculosis (TB), Adolescent Health (AH), and Comprehensive Primary Health Care (CPHC).

KHPT has been selected as a Non-Government Principal Recipient (NGPR) for The Global Fund to Fight AIDS, Tuberculosis and Malaria (The Global Fund), for the grant cycle 2024-2027, for the TB grant in India. The key project elements include community engagement, capacity building and technical assistance. The major interventions of the project encompass (i) TB Champion Engagement across 14 states and one UT (ii) TB Mukh Grama Panchayath activities in 13 states (iii) Nationwide Technical Assistance for Direct Beneficiary Transfer (DBT) and Pradhan Mantri TB Mukh Bharat Abhiyan (PMTBMBA) - Sustaining the adoption initiative and strengthening service delivery linkages (iv) Strengthening counselling and patient support systems. KHPT will partner with suitable organisations as Sub Recipients (SRs) in implementing the project. The Major Stakeholders include The Global Fund, The Central TB Division (CTD), State National TB Elimination Program (State NTEP) and Local Funding Agent (LFA).

KHPT is seeking application for the following position.

## Grants Manager - Finance

Positions: 1

Location: New Delhi

Project Period: 01-Apr-2024 to 31-Mar-2027

6-8 days travel to project locations in a month.

## Qualification, Skills & Competencies

- A Chartered Accountant and or A Bachelor's Degree in Commerce and or Master's in Business Administration with specialization in Finance, Audit and a minimum of 8 to 10 years of professional experience in development agency. Working in similar role will be preferred.
- Working experience in The Global Fund projects is desirable

- Demonstrated high experience in Grants Management in this growing, nation-wide operations
- Good Interpersonal & communication skills
- Outstanding analytical, spreadsheet and accounting software skills;
- \* Excellent written and verbal communication skills
- \* Knowledge of financial Due diligence of Sub-recipients
- \* Budgeting and Revision of budgets, preparing Grant Agreements / Amendments
- \* Financial Reviews and Audits of Sub-recipients
- Ability to design and deliver training programs related to Finance
- Excellent understanding of statutory compliances of the development sector organizations.
- Flexible with travelling as this position requires frequent travel to Project locations.

## Roles and Responsibilities

The Grants Manager - Finance plays a crucial role in supporting the financial and accounting functions of the project funded by The Global Fund, contributing to accurate financial reporting and compliance with established policies and procedures of the organization and The Global Fund Financial guidelines.

- Work closely with the Manager – Finance and the project team to ensure the successful implementation of The Global Fund project, in liaison with the senior management team of KHPT.
- Responsible for rigorous tracking of Sub-recipients project expenditure and ensuring that funds are optimally utilized in the project and there is no underspending/overspending for each line item
- Monitoring the sub-recipient's budget and grant agreements, by complying with the grant guidelines of KHPT and The Global Fund
- Monitoring the Sub-Recipients financial budget, forecast and application of funds/expenses.
- Support the Manager Finance in Internal Audit/Internal reviews/The Global Fund/Global Fund representative's/ the Local Fund Agent (LFA) of The Global Fund reviews
- Financial reporting and analysis of Sub-recipient's financial report and ensure accuracy and timeliness in financial statements and report to Manager Finance/Central Office for consolidation and final reporting to The Global Fund.
- Finance monitoring visits to Sub-recipient's locations and ensure the books of accounts are maintained properly as per policies of the organization and The Global Fund Financial Guidelines, conduct periodic financial reviews and submit the review report to the Management for taking appropriate actions.
- Support maintaining books of accounts with the proper voucher system and book-keeping by complying with standard accounting principles, the financial systems and procedures of KHPT, Statutory and The Global Funds Financial Guidelines.
- Closely work with Manager - Finance in adhering to organizational policies and procedures, The Global Fund guidelines, related to procurement, training, capacity-building activities, and other activities related to the implementation of the project.

Note: The principal responsibilities listed above are an illustrative list and not an exhaustive list. Additional responsibilities may be added from time to time depending on Project requirements.

## Reporting

The Grants Manager – Finance will be reporting to the Manager - Finance – The Global Fund Project, KHPT, New-Delhi

## Remuneration

The compensation for the above-mentioned position/s will adhere to internal policies and market standards, determined by qualifications, relevant experience, budget availability, internal parity, and interview performance

**KHPT is committed to providing a safe and supportive work environment for all employees. We uphold the principle of equal opportunity and actively welcome female applicants. In addition, we encourage individuals with physical challenges, provided they possess the necessary skills and knowledge, and are willing to travel to apply. We seek candidates who can seamlessly integrate into our non-discriminatory, inclusive, and equitable organizational culture.**

**We will follow a systematic selection process to fill this position, taking into account experience, competency, suitability, aptitude to work with our health programs, and extensive knowledge of the areas we work in. Only candidates who meet our shortlisting criteria will be invited for an interview.**

**The above position demands excellent communication, interpersonal and computer skills and also involves travel. Preference will be given to candidates who have work experience in the relevant field and local candidates with required experience and skillsets.**

**The above-mentioned position requires outstanding communication, interpersonal, and computer skills, as well as the willingness to travel. Preference will be given to candidates with work experience in the relevant field and local candidates who possess the necessary experience and skill sets.**

## How to apply

Prospective candidates should submit their applications by clicking the "[Apply Online](#)" button next to the relevant vacancy on our current openings page at <https://www.khpt.org/work-with-us/>.

**The deadline for submissions is 10<sup>th</sup> May, 2024.**