



Job Title:	SiLPHIA Survey Subcontract Manager
Duration of Contract	12 Months
Location:	Freetown, Sierra Leone
Preferred Start Date:	January 1, 2024

POSITION SUMMARY

ICAP at Columbia University is an international non-governmental organisation that aims to ensure the wellness of families and communities by strengthening health systems around the world.

ICAP in Sierra Leone is hiring a SiLPHIA Survey Subcontract Manager to oversee the management of all sub-contractual agreements related to the Sierra Leone Population HIV Impact Assessment (SiLPHIA) survey. Funded by the U.S. Centers for Disease Control and Prevention (CDC) and implemented with technical and management assistance from ICAP at Columbia University, the SiLPHIA survey is led by the National Public Health Agency (NPHA) in collaboration with the Ministry of Health (MoH) and Statistics Sierra Leone (STATS SL).

Reporting to the SiLPHIA Senior Operations Manager, this role is critical for ensuring effective, efficient, and compliant management of subcontracts to support the implementation of the survey. The Subcontract Manager will coordinate with implementing partners, vendors, and service providers to ensure timely and high-quality delivery of goods and services while maintaining strict adherence to contractual terms and regulations.

MAJOR ACCOUNTABILITIES

- Manage all aspects of subcontract administration, including preparation, negotiation, execution, and monitoring of subcontract agreements in compliance with ICAP and CDC regulations.
- Serve as the primary liaison between ICAP and subcontracted organizations, facilitating communication and coordination to ensure alignment with project objectives and timelines.
- Monitor subcontractor performance to ensure compliance with terms, deliverables, and regulatory requirements, conducting regular reviews and assessments.
- Provide technical guidance to subcontractors on reporting requirements, invoicing, and adherence to standards, ensuring timely and accurate submissions.

- Review and approve invoices from subcontractors, verifying consistency with contract terms and deliverables before submission to finance for payment processing.
- Maintain comprehensive documentation for all subcontractual activities, including agreements, modifications, and performance evaluations.
- Identify and mitigate risks associated with subcontracting, developing contingency plans to address potential delays or compliance issues.
- Collaborate with the procurement and finance teams to ensure coordinated workflows and integration of subcontracting processes within broader project operations.
- Support capacity-building initiatives for subcontractors to enhance their ability to meet contractual and regulatory requirements.
- Prepare regular reports on subcontracting activities, performance metrics, and challenges, providing updates to the Operations Manager and project leadership.
- Contribute to the development and refinement of standard operating procedures (SOPs) for subcontract management, ensuring consistency and efficiency.

MINIMUM EXPERIENCE, SKILLS & PREFERRED QUALIFICATIONS:

- Bachelor's degree in Business Administration, Contracts Management, Law, or a related field. A Master's degree or certification in contract management is an added advantage.
- At least five years of experience managing subcontracts or grants within public health, international development, or large-scale survey projects.
- Demonstrated knowledge of CDC regulations and donor compliance requirements.
- Strong understanding of procurement, financial management, and reporting processes.
- Proven ability to manage multiple subcontracts, meet deadlines, and resolve conflicts in a dynamic work environment.
- Excellent organizational and analytical skills, with attention to detail and a proactive approach to problem-solving.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and project management tools.
- Exceptional communication and negotiation skills, with the ability to engage effectively with diverse stakeholders.
- Flexibility to travel as needed to monitor subcontractor activities and ensure compliance.