



Executive Brief:

Senior Manager, Sub-Awards

ICAP



SRI Executive
Search & Consulting



About ICAP

Based at Columbia University with operations in more than 40 countries, ICAP is a leader in global public health, internationally known for tackling the world's toughest health challenges—from HIV to tuberculosis, from malaria to maternal and child health, and the growing problem of non-communicable diseases, and most recently, the COVID-19 pandemic. Through innovative research, collaborative technical assistance, and a focus on strengthening health systems, ICAP helps to create better, more accessible health services to reduce the burden of illness on people and communities. A beacon for inspiring change, ICAP disseminates knowledge and best practices to inspire better population health worldwide.

ICAP's pioneering approach was inspired by the experience of Dr. El-Sadr and her colleagues in the New York City community of Harlem, where HIV had been rapidly spreading and causing immeasurable suffering.

Originally called the International Center for AIDS Care and Treatment Programs, ICAP quickly engaged in the global HIV response, enabling the successful scale-up of HIV care and treatment in some of the most resource-challenged countries in the world. The immediate results galvanized the global health community.

Mission: ICAP transforms the health of populations through innovation, research, and global collaboration.

Vision: Healthy people, empowered communities, thriving societies.

You can find more information about ICAP on their website: <https://icap.columbia.edu>



Role Purpose

Reporting to the Chief Financial Officer, the Senior Manager, Sub-Awards is responsible for the day-to-day management and administration of all sub-agreements and sub-contracts executed under ICAP grants and contracts. The Senior Manager, Sub-Awards interprets terms and conditions as well as associated rules and regulations, as they apply to competing, negotiating and administering subcontracts and grants under prime contracts and Cooperative Agreements. The position provides support to project management unit liaison staff during every stage of the subcontract/grant life cycle, evaluates program personnel training requirements, develops and delivers training, seminars and other resources and support all audit actions performed at ICAP headquarters and field offices in coordination with Country Sub-Award Representatives, Finance Directors, Country Directors and New York-based colleagues supporting Awards Management and Project Portfolio Management.

The Senior Manager, Sub Awards supervises a team of Sub-Awards Managers responsible for the day-to-day administration and oversight of sub-awards and sub-contracts.

Subject to business needs, we may support flexible and hybrid work arrangements. Options will be discussed during the interview process.



Major Duties and Responsibilities

- Act in the capacity of subject matter expert to provide staff with guidance on and interpretation of Federal, State and local as well as all donor regulations, terms and conditions, as they relate to the life cycle administration of subcontracts and grants (10%)
- Monitor organizational risks, including but not limited to tracking funding delays, execution of subcontracts, expired authorizations, delayed payments and advances to subcontractors and vendors (10%)
- Supervises a team of NY-based sub-award managers that facilitates the successful execution and delivery of sub-award and sub-contract administration to field offices and supports the work of the wider ICAP community including but not limited to the Finance Unit. (10%)
- Reviews and internally approves all sub-agreements to ensure that donor and University requirements are fully addressed, including relevant donor-required terms and conditions. (10%)
- Serves as ICAP's main point of contact with MSPH SPA and CU Purchasing/Accounts Payable to facilitate submission and approval of sub-recipient award packages, donor concurrence requests, wire requests, major procurements and other administrative actions. (10%)
- Manage sub-award agreements to partners, including development of sub-award agreement documents, reviewing quarterly narrative and financial reports, processing payments, ad hoc support, and closeout; (10%)



- Writes, using approved templates, all portfolio sub-agreements including relevant federal flow-down terms and conditions and obtains CU Sponsored Project Administration (SPA) signatures for fully executed agreements (10%)
- Responsible for timely resolution of internal and external issues/problems related to grants, subrecipient and subcontract administration (5%)
- Works collaboratively across ICAP to design new and improved internal systems, tools, and templates to improve sub-recipient award monitoring, evaluation and compliance. (5%)
- Coordinates the provision of training and technical support to ICAP country offices and ICAP sub-recipients, as needed to improve their administrative systems, monitoring capacity and financial management capacity (5%)
- Leads the review and adaptation of ICAP SOPs related to sub-recipients awards to ensure compliance with USG and CU requirements (5%)
- Design and implement compliance grant programs, including risk assessment, subrecipient monitoring and oversight and audit determinations. (5%)
- Performs other related duties as assigned (5%)





Profile

- Minimum of four (4) years of directly related experience.
- Advanced knowledge of OMB Uniform Guidance; Federal Acquisition Regulations: 22 CFR 226 and 22 CFR 228; and the grants policies of HHS (CDC and HRSA), NIH and USAID.
- Demonstrated experience in preparing and managing US Government grants and contracts.
- Demonstrated experience in exercising sound business judgment to wisely prioritize and successfully perform multiple and complex tasks under pressure.
- Ability to maintain and build professional relationships internally and externally; Communicate effectively both orally and in writing with staff and people from diverse cultures and backgrounds.
- Demonstrated proficiency in the use of Microsoft Office Suite (especially Word, Excel and PowerPoint).
- Outstanding organizational skills, with demonstrated ability to manage staff in the prioritizing of multiple projects with conflicting deadline pressures and competing priorities.
- Higher level critical thinking, complex problem solving, and attentiveness to detail.
- Demonstrated experience working in a multi-disciplined team environment consisting of various levels and types of employees.

- Integrity and professional discretion when handling confidential matters.
- Experience in cost and price analysis, award negotiations, subcontract management, procurement, performance auditing, and dispute resolution.
- Ability to analyze financial data and prepare financial reports.
- Proven background in using ERP systems.

Education

- Bachelor's degree or equivalent in education and experience required.
- Master's degree in relevant field preferred.

Experience, Skills & Preferred Qualifications

- Minimum two (2) years of supervisory experience.
- Experience working with international non-profit or academic institutions sponsored projects.





Terms of Appointment

Contract Terms: Regular

Salary + Benefits: \$100,000 - \$115,000 OR equivalent in ZAR

Role Location

New York, United States OR Centurion, South Africa

Travel Requirements

- 2-4 international trips per year ,which may last up to 2 weeks in duration.

How to Apply & Key Steps in the Process*

SRI Executive is exclusively retained by ICAP to undertake this assignment.

- If you wish to be considered for this position, please forward a copy of your CV in Microsoft Word format, along with any relevant documentation, as soon as possible and no later than 19th June 2024 to ICAP-SMSA@sri-executive.com
- All information will be treated in the strictest confidence. Applications will be reviewed as they are received and we will revert to you as soon as possible.
- During the recruitment process, should you demonstrate sufficient relevant experience, SRI Executive will require your cooperation in completing a Competency Profile. You will also be required to participate in several telephone or Microsoft Teams screening discussions with the SRI Executive team to ensure there is a clear understanding of the Terms of Reference and to ascertain if there is the appropriate “fit” (technical and behavioural) for you and ICAP.
- Based on the screening discussions, SRI Executive will provide a shortlist of recommended candidates to ICAP for further review. Suitable candidates to take forward for first-round interview will then be selected by the hiring committee. SRI Executive will contact suitable candidates and arrange interviews.



- First-round interviews will be conducted by video-conference. Based on the outcome of first round interview, successful candidates will be invited to participate in a second-round video-conference.
- Please be aware that this appointment will require that you provide us with contact information of three people who are willing to act as a referee, including former direct reports. We will not contact these individuals without your expressed permission.
- After you meet with ICAP, we will advise you of their decision and provide feedback. At the selection stage, should you be the preferred final candidate, our client will likely extend to you a letter of intention to offer and that the offer will be subject to a reference from your current employer.

* Please note that this process may be subject to some change.





About SRI Executive

SRI Executive is an Executive Search, Leadership and Strategy consulting practice specialising in International Development, Global Health, Sustainability, Development Finance and Education sectors. We have partnered with more than 300 organisations to place and support exceptional leaders and develop future-ready strategies that lead to impact.

We bring in-depth expertise, an exclusive network and tailored approach to our service so that in Executive Search, organisations are introduced to leaders who have the balance of behavioural and technical skills to succeed in shaping a better world. In Strategy, our teams are purpose-built with globally respected thematic experts who co-create a roadmap to achieve meaningful global change.

In enhancing the capability, capacity and resilience of mission-driven organisations around the world, we know it comes down to people.



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Privacy Policy

Your privacy is important to us. You can view SRI Executive's Privacy Policy [here](#). Thank you in advance for your cooperation.