

Position Title: Subawards and Contracts Officer (2 positions)

Reports to: Subawards and Contracts Manager

Employment Type: Full-time

Job Location: Dar es Salaam

Travel: Up to 40% in intervention districts outside of job location

Overall Job Function:

The Subawards and Contracts Officer provides efficient and effective contract compliance support to operational and program staff at ICAP central and regional offices, ensuring that narrative and financial reports for sub and service agreements are prepared according to donor requirements. S/he ensures that projects are properly budgeted for and reported on, funds are called forward and transferred in timely fashion, and that contractual requirements are met.

Specific Responsibilities and Duties:

- Keep up to date with donor reporting requirements and communicate changes to program staff/regional/country offices as appropriate.
- Monitor subawards and grant contracts ensuring full compliance with donor requirements.
- Assist the program staff in the development of budgets, contract negotiations, review of contracts and contract reporting/analysis.
- Review project budgets, incorporating central costs and ensuring presentation in donor format and that they meet donor requirements.
- Ensure correct sign off is obtained prior to submission of sub awardee proposals or acceptance of contracts and providing all supporting documentation needed.
- Maintain effective records of all grant activity (current projects, applications, donors, reporting timeframes and transfer schedules) via a regularly updated database.
- Ensure that all contract information is accurate, appropriately filed, current and available to all who use it.
- Sensitize operational and programmatic staff to be aware of contract requirements and monitor compliance closely working with program teams to ensure that donor visibility requirements are met.
- Ensure all grants, financial, and contract issues are properly completed at the close out of contracts
- Ensure systems are in place to gather all information required to meet internal and external contract conditions and coordinate regularly with relevant regional/country offices in relation to grant contracts, ensuring that information flow is timely and appropriate actions are taken as needed.
- Review and obtain contract amendments in liaison with program leads.
- Assist in the development of program financial, implementation, monitoring, evaluation tools, and support program staff in their effective use.
- Assist in the preparation of external project reviews and project audits, responding to queries and to advise managers at all levels on appropriate steps to take to achieve compliance and meet agreed standards
- Regularly update the Subawards and Contracts Manager to ensure that all issues of noncompliance are raised with DAF and CD.

- Perform any other tasks as assigned by supervisor.

Qualifications, Knowledge, and Skills:

- **Required Education:** Bachelor's degree or higher in accounting, finance
- **Required Work Experience:** Minimum of 3 years' experience on contract management, risks and compliance, subs and service agreement.
- **Preferred Certification:** CPA completed or in progress
- Good understanding of monitoring and managing donor contracts preferably PEPFAR funded projects.
- Demonstrated experience managing projects and project accounting processes, involving more than one partner to strict funding criteria and on the ground outcomes.
- Significant experience of budgeting, monitoring expenditure, preparing financial reports, reconciling project accounts
- Self-motivated and able to work alone, whilst also good as working as part of a team.
- Able to manage large portfolio/heavy workload and to handle competing demand from various quarters.
- Excellent verbal communications and interpersonal skills including the ability to communicate clearly and assertively with a wide range of people from different cultures.
- Able to communicate technical issues to non-technical colleagues.
- High level of competency with spreadsheets, database, and accountancy-based IT
- Good analytical skills and ability to deal with large quantities of financial data
- Strong writing, reporting, and editing skills including the ability to present information in a coherent manner
- Work as part of a multi-national team and to manage and develop relationships both internally and externally.
- Knowledge of international donor funding environment, including reporting requirements, trends, procedures, and priorities.