



JOB DESCRIPTION

Job Title:	Contracts Manager
Reports to:	Finance Manager
Program/Project:	USAID/ICYD
Location:	Kampala, Uganda

Background

Since 1951, World Education, Inc. (WEI) has been working to improve the lives of the poor through education and social and economic development programs. The Bantwana Initiative of World Education, Inc. is a recognized leader in delivering integrated comprehensive interventions to improve HIV outcomes and the quality of life for orphans and vulnerable children (OVC) and families affected by HIV and poverty. Rooted at the grassroots level, WEI/Bantwana builds the capacity of communities, civil society and governments to coordinate and deliver integrated comprehensive services for vulnerable children and families while strengthening structures and service delivery across the HIV continuum of care.

The USAID Integrated Child and Youth Development Activity (USAID ICYD Activity) aims to improve learning outcomes, advance HIV epidemic control in Uganda, and ensure that children and youth have the opportunity to lead resilient, healthy and productive lives. The USAID ICYD Activity will deliver critical HIV/GBV/violence prevention and response services to children and youth and their families in communities, clinics, and schools. Within USAID's Journey to Self-Reliance Framework, USAID ICYD Activity will build the operational and technical capacity of four Ugandan Primary Local Partner (PLP) organizations to become direct recipients of USG funding within two years while strengthening government capacity to deliver core services to children within an integrated referral network and case management system. WEI/Bantwana is a leader in OVC programming and organizational capacity development in high HIV prevalence countries in southern and eastern Africa.

Applicants must be based and have a valid work permit to work in Uganda. *Qualified applicants should submit their CV and supporting materials to BantwanaICYD@ug.worlded.org with the position you are applying for in the subject line.*

Job Summary

The **Contracts Manager**, will provide full contract cycle support to four PLPs under the USAID ICYD Activity. The cycle includes planning, contracting, reporting and closeout. The Contracts Manager will ensure that all financial and administrative aspects of contracts management are efficiently completed, at a high standard of quality, and in full compliance with WEI/Bantwana contracts management policies and USAID requirements. The Contract Manager will report to the Finance Manager and provide supportive supervision to the Contracts Officers.

Working closely with the Finance Manager, the Contracts Manager will have the following responsibilities:

Key Result Areas:	Specific Responsibilities and Duties:
Essential Tasks	<ul style="list-style-type: none"> ● Manage full procurement cycle of contracts through closeout



	<ul style="list-style-type: none"> ● Provide leadership and oversee management of the contracts portfolio ● Oversee PLP financial administration and reporting to include, but not limited to: preparation and timely submission of sub-contractor reports, development and adjustment of associated budgets, and coordination of budgeted funds ● Provide contractual/regulatory guidance and ensure contracts compliance in accordance to terms and conditions of the contract ● Oversee overall contract administration, compliance and implementation procedures, and ensure compliance with USAID and WEI procurement regulations ● Provide oversight and lead the capacity building approach of partner staff to meet compliance standards and other contractual obligations ● Supervise contract officer and work closely with partner staff in supporting grants management ● Review partner cash requests and ensure timely disbursements to the partners ● Support the budget development process and perform budget analysis duties as assigned by the Finance Manager or his/her designee ● Provide input into periodic work plans and carry out progress reviews of all key outputs and financials (burn rates); monitor and report on partner performance on meeting obligations of partner agreements including targets and reporting deadlines ● Prepare quarterly summarized performance reports by partners and consolidate them for submission to management for any further action, with detailed proposals for improvement ● Follow up and close all CSO partner issues ensuring that all audit recommendations are addressed
<p>Contracts Administration</p>	<ul style="list-style-type: none"> ● Prepare subcontract agreements and ensure contracts are awarded in compliance with USAID and WEI/Bantwana policies ● Serve as the liaison between the PLP organizations and WEI/Bantwana and process contractual actions such as activity modifications, approval for procurement of specialized equipment purchases, and closeouts ● Oversee, maintain, and update new and existing contract documents such as consulting agreements, subcontracts, purchase orders, and modifications ● Support PLP audits during implementation and at close-out ● Support partners in developing and submitting financial and narrative reports; and ensure that partners manage and track expenses against approved budgets ● Propose and take appropriate remedial action on PLPs that do not comply with the terms and conditions of the grant agreement. This includes follow up on all outstanding disallowed costs and actionable issues emanating from financial



	<p>reviews and field visits</p> <ul style="list-style-type: none"> ● Manage the release of funds to PLPs and ensure submission of accountabilities for the advanced funds ● Use the Salesforce platform to ensure grant information is captured accurately. ● Assist in developing relevant training materials and resources ● Train and provide technical support to partner organizations ● Monitor partner funds disbursements expenditure against approved budgets and transfers received ● Develop and implement a contract(s) tracking system as well as a subcontractor tracking system to ensure the timely and correct execution of all agreements and subcontract awards ● M&E staff to coordinate supportive supervision and implement integrated capacity building approaches
Capacity Building	<ul style="list-style-type: none"> ● In coordination with Institutional Development Adviser, work with PLPs to strengthen institutional capacity in finance and operations systems, compliance, and/or grant award management. ● Build the capacity of PLPs to ensure they comply with USAID Rules and Regulations. ● Participate in organizational capacity assessments for PLPs covering the finance and administrative components and support sub-partners to address identified gaps.
Finance	<ul style="list-style-type: none"> ● Maintain and regularly update contract tracker summaries of partner financial positions and performance against their approved budgets ● Consolidate and process PLPs cash reports and financial reports for posting into Quickbooks ● Monitor financial management of grant funds to ensure consistency with agreed technical plan and actual implementation, and monitor the projected expenditures against their actual incurrence
Job Specifications	<p>Qualifications and Education Requirements</p> <ul style="list-style-type: none"> ● Bachelor's degree required, Master's degree in Management, Finance and/or related field preferred ● Extensive progressive experience in project, grants and contracts management; USAID contract management, proposal cost and budget development preferred ● Minimum 5-7 years with USAID grants and/or contracts management experience supporting at least 5M grants/contracts annually ● Experience working on large US Government funded projects and following USAID Rules and Regulations



	<p>Knowledge and Skills</p> <ul style="list-style-type: none">● Familiarity with Federal Acquisition Regulations (FAR), the USAID Federal Acquisition Regulations supplement (AIDAR), 2 CFR 200, USAID ADS series, DoS Standardized Regulations● Comprehensive knowledge of U.S. Government service-type cost reimbursable, T&M, and fixed price Acquisition and Assistance management● Proficient in the use of financial management software to include spreadsheets and/or databases, required● Strong organizational skills to ensure documentation is filed professionally and accurately for internal and external audit● Self-starter with excellent interpersonal and communication skills who takes initiative and leadership● Experience with capacity development of local partners preferred
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