

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

Background

The Bantwana Initiative of World Education, Inc. is a recognized leader in delivering integrated comprehensive interventions to improve HIV outcomes and building capacity or

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 National Partner (NP) 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. Applications will be reviewed on a rolling basis until the position is being filled.*

Job Summary

The **Contracts Officer** will provide support to the Contracts Manager so as to ensure that the Primary National Partners (PNPs) are compliant with WEI/USAID regulations and that donor funds are safeguarded and used for intended purposes.

Key Result Areas:	Specific Responsibilities and Duties:
Essential Tasks	<ul style="list-style-type: none"> ● Assist Contracts Manager in reviewing partner financial reports and supporting documentation to ensure they are accurate and comply with good accounting practices and WEI/USAID Rules and Regulations ● Raise voucher review queries with partners and follow up on responses. ● Draft invoice covers letter and backup as needed ● Assist Contracts Manager to address FieldLink queries ● Ensure that PLPs comply with all set provisions of contract agreements and other policies and procedures ● Obtain VAT invoices and share with the finance team as needed ● Reconcile subcontractors' financial reports with WEI/B QB reports on a monthly basis. ● Review and post all field data for subcontracts and advice on compliance issues to you supervisor ● Update all PLP files, sign off and file all subcontractor reports

Financial Management	<ul style="list-style-type: none"> ● Monitor PLP monthly expenditures and submission of reimbursement requests ● Review PLP reimbursement request for accuracy and completeness and adherence to budget <p>Submit reimbursement request to Contracts Manager for review and notify PLPs of reimbursement disbursement timeline</p>
Compliance & Audit	<ul style="list-style-type: none"> ● Ensure that all approved policies and procedures are strictly followed in all financial processes ● Report compliance issues and activities on a regular basis to the Contracts Manager ● Prepare formal and informal responses to investigations, inquiries, and requests with guidance from the Contracts Manager ● Promote compliance awareness throughout in the course of promoting communications, behaviors, and activities
Program Support	<ul style="list-style-type: none"> ● Obtain procedures and guidelines from relevant sector head e.g. economic strengthening, SRGBV for the PLPs ● Facilitation of the financial management and administration assessment process ● Support PLPs in the recruitment of project funded finance personnel, as needed
Job Specifications	<p>Minimum Qualifications</p> <p>At least a first degree in Finance or related field; a professional accounting qualification will be an added advantage.</p> <p>Experience</p> <p>At least three years' experience working on large project and experience with USAID funded programs/projects necessary, particularly experience with USAID grants</p> <p>Specific Knowledge, Skills and abilities Required</p> <ul style="list-style-type: none"> ● Experience with accounting software, preferably QuickBooks ● Possess a high standard of personal and professional integrity ● Willingness to work as a team member, taking on additional tasks as needed to ensure the overall success of the project ● High level of attention to detail, ability to multitask and work well under pressure ● Strong analytical and interpersonal skills ● Ability to work under pressure and in a culturally sensitive environment. <p>Personal Qualities/Attribute</p> <p>Strong organizational and interpersonal skills; Fluent in oral and written English and excellent writing skills</p>