

- Job Title:** Subcontracts Specialist
- Reports to:** Senior Grants and Contracts Manager
- Based in:** Freetown, Sierra Leone or Monrovia, Liberia (1 position in each location)

Who we are

eHealth Africa designs and implements data-driven solutions and technologies to improve health systems for and with local communities. eHA's technology works in low connectivity settings, and smartly uses data to drive decision-making by local governments and partner agencies to get optimum results.

We leverage our staff and department expertise across five programmatic areas:

- Health Delivery Systems
- Public Health Emergency Management Systems
- Disease Surveillance Systems
- Laboratory & Diagnostic Systems
- Nutrition & Food Security Systems

In each of these programmatic areas, we partner with governments, communities, nonprofits and other stakeholders to generate holistic solutions, because we believe that every community deserves access to the types of tools that can enable them to lead healthier lives.

Purpose of the position

The Subcontracts Specialist will be responsible for the subcontract management on the following: subagreements, subcontracts, subawards, and subrecipients under a Cooperative Agreement (CoAg) with the Centers for Disease Control and Prevention (CDC) in Sierra Leone and Liberia. With support from the Senior Grants and Contracts Manager, the Subcontracts Specialist will administer subagreements from initiation to closeout as well as provide monitoring and support throughout the life of award to ensure compliance with eHA, donor, and legal requirements as well as high performance in line with programmatic goals. The Subcontracts Specialist will also ensure that all subrecipients have a strong financial management system that ensures transparency and accountability of eHA and donor resources.

What you'll do

Subagreement Administration

- Participate in preparing technical solicitation for open announcement and on the evaluation of proposals received. Conduct the pre-award and risk assessments for potential subrecipients, and ensure adequate documentation of this process.
- Work closely with the relevant eHA programmatic staff in developing subrecipients' annual operation plans and budget
- Prepare outgoing subawards and amendments, as needed, for review in accordance with eHA and donor policies and procedures
- Close out contracts in accordance with the terms and conditions of agreed contracts and eHA and donor policies and procedures

For Sierra Leone, please apply here: <http://bit.ly/2ktRBIf>

For Liberia, please apply here: <http://bit.ly/2lbvKIV>

Monitoring and Support of Subrecipients

- Ensure compliance with financial and administrative requirements, regulations, and policies of the eHA and its donors
- Conduct monthly monitoring, guidance, and subcontract management oversight to subrecipients to improve their performance, and to reduce the risk to the project and to eHA
- Conduct site visits and prepare reports for approval of the Senior Grants and Contracts Manager; report all compliance findings to the Senior Grants and Contracts Manager and assist in the development of possible solutions; appropriately document follow-up and ensure timely corrective action
- Work closely with the Senior Grants and Contracts Manager to develop annual monitoring and support plans for assigned subrecipients in accordance with eHA policy, and ensure the monitoring and support tracker is kept up to date
- Document evidence of monitoring and support and any compliance findings in both the award file and grants management software

Budgeting and Financial Reviews

- Review monthly financial reports and cash requests, monitor actual expenditures against budgets, document material variances, and work closely with the partners to minimize deviations from planned spending
- Ensure that all the expenditures reported by subrecipients meet the allowability criteria prior to being charged to the award; document, disseminate and follow-up on disallowed expenses
- Monitor deadlines and ensure final deliverables to conform with donor requirements.
- Conduct review on technical and financial monthly reports received from subrecipients to ensure accurate reporting and adhering to the terms and conditions of subagreements or subcontracts
- Provide relevant financial information for decision making to the subrecipients and technical teams in order to facilitate proper program implementation
- Ensure the cash disbursement tracking schedule is updated and circulated in a timely manner, liaising with Finance team to minimize delays to partner funds disbursement

Who you are

Education and Professional Experience

- Bachelor's degree in Business, or related field; Master's degree is highly preferred
- Minimum of 5 years of professional business or financial management experience, which includes four years of grant financial management experience
- Minimum of 3 years of experience with demonstrated results in USG grants and contracts administration; proven working knowledge of USG rules and regulations and thorough understanding of USG funded programs life cycle
- Experience working on a USG Cooperative Agreement, with strong preference for experience working on a Centers for Disease Control and Prevention Cooperative Agreement; excellent knowledge of USG Cooperative Agreement rules and processes
- Outstanding proficiency in Microsoft Word and Excel, including demonstrated proficiency with advanced formulas and formatting in Excel; comfort with collaboration software such as Google Docs; experience with project management collaboration tools in SAGE, grant management software, Redbooth, and Swipeclock is a plus

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Communication and Relationships

- Outstanding written communication skills; experience writing clearly and succinctly on both technical and non-technical matters
- Outstanding interpersonal communication skills, including a proven ability to establish and maintain constructive relationships with partner organizations

Workload and Environment

- Ability to effectively manage a complex and varied workload in a fast-paced environment, and ability to work well under pressure
- Ability to be adaptable, results-oriented, and positive in a changing work environment
- Excellent analytical and problem-solving skills
- Outstanding organizational skills and attention to detail
- Minimum of 2 years living or working at least half-time in Africa, and ability to manage travel to potentially insecure environments

Team Membership

- Must be able to work as an individual contributor and as a member of a team
- Proven ability to work with diverse and large teams and to foster a positive working environment with local and international stakeholders
- Experience working effectively with a variety of internal and external stakeholders; demonstrated ability to negotiate and achieve consensus amongst differing opinions

Reporting

Work is performed under the close direction of the Senior Grants and Contracts Manager. Desired results are clearly defined; work methods are prescribed according to grant management procedures. This person is expected to resolve work problems as they arise, referring to the Senior Grants and Contracts Manager only in those situations, which involve interpretation of policy or establishment of new procedures. Completed work is reviewed for technical quality, completeness, and soundness of conclusions or recommendations.

Above all

We believe strongly in our mission and our core values, and our teams are most successful when they do also.

IMPACT & QUALITY: We work on solving big problems. We believe in the power of technology to make a transformational difference in health systems, and we know that when we do high-quality work, we have the opportunity to change lives in the communities we impact.

INNOVATIVE PROBLEM-SOLVING: We maintain a worldview driven by possibilities, not limitations. We build smart systems that will sustain beyond our tenures. We challenge prevailing assumptions, respect the urgency of the environments we operate in, and take smart risks to search for the best solution.

PASSION: We care intensely about what we do, and about whom we do it with. We inspire others with our tenacity and commitment to our communities and each other.

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HONESTY: We are honest with our communities, our partners, our donors, and ourselves. We communicate with candor, respect, and humility. We are quick to admit our own mistakes, and work to correct them with openness & expediency.

GROWTH & LEARNING: We embrace curiosity. We pursue and promote continuous learning, share our skills and knowledge, and actively work to make ourselves and those around us better.

OWNERSHIP: We work to become part of the fabric of the communities in which we work. We value our seat at the table, and invest in the places we call home.

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