

# Contracts Administrator, Arlington, VA

**\*\*Please note: Only U.S. citizens are eligible for this position.\*\***

## Company Profile:

MSI, a Tetra Tech Company, is a Washington, DC metro area international development firm with a 35-year history of delivering development results across the world. Our core expertise is in the fields of monitoring and evaluation (M&E), institutional development, public sector management, governance and anti-corruption. MSI implements nearly 100 projects in 90 countries around the world such as Jordan, Morocco, Lebanon, Syria, Pakistan, Afghanistan, Colombia, and Mexico. As one of the leading companies in our field, MSI has partnered with more than 80 organizations across all sectors of international development with clients ranging from large bilateral and multilateral donors such as USAID, the World Bank and the UNDP to national and local governments, NGOs, think tanks, foundations and universities. For more information on MSI, please visit our website at [www.msiworldwide.com](http://www.msiworldwide.com).

## Position Summary:

MSI is seeking qualified candidates for the position of Contracts Administrator. The Contracts Administrator will collaborate with Contracts Managers and provide cradle-to-grave contractual support and oversight for multiple U.S. and field-based project teams, under the supervision of the Director of Contracts and Grants. The incumbent will be expected to analyze and provide solutions to contractual issues, as well as communicate effectively with Project Managers, Technical and Finance Staff, Field Offices, and Subcontractors.

## Responsibilities:

- Prepares subcontracts, grants, subawards, consultant agreements, and vendor purchase order agreements to ensure compliance with corporate and client regulations;
- Reviews requests for agreements from project staff, seeks clarifications, and ensures that all supporting documentation and approvals are complete, prior to generating agreements;
- Reviews prime contract documents for signature;
- Supports project management and technical staff with contract start-up, implementation, and closeout activities, including preparation of contract briefing materials; instruction on field office procurement policies and procedures, required client approvals, allowances, funding, and audit file documentation;
- Supports Contracts Managers in review and negotiation of subcontractor budget estimates in response to RFPs, collecting and reviewing subcontractor proposals and pricing justification; ensuring completion and accuracy of subcontractor documents;
- Provides training on contractual issues to home and field office staff;
- Maintains central contract and subcontract files;
- Perform other related duties as assigned.

## Qualifications:

- Bachelor's Degree in relevant field, such as accounting, finance, business, or international development
- 6-8+ years of experience of Contract Administration with U.S. Federal Government (USAID preferred) and other donor agencies
- Working knowledge of U.S. Government contract types; familiarity with cost and pricing principles; and ability to research, apply, and communicate policies and regulations

- Working knowledge of the Code of Federal Regulations including FAR and AIDAR, as well as other Agency specific regulations
- Proficient in Microsoft Office applications
- Fluency in English with advanced professional proficiency in another language is desired, preferably Spanish, French, or Arabic
- Significant grants management experience
- Experience in providing training on contractual regulations, policies, and procedures
- Strong writing and research skills
- Attention to detail and excellent problem solving skills, with the ability to identify and mitigate risk
- Demonstrated ability to work both independently and as a member of a team while handling multiple tasks and deadlines

Only candidates who have been selected for an interview will be contacted. No phone calls, please.

MSI is an EEO/AA/ADA Veterans Employer.

To apply: Please visit our website,  
<http://chc.tbe.taleo.net/chc01/ats/careers/requisition.jsp;jsessionid=30B606913C6579D1F0F17975208E169D?org=MSI&cws=2&rid=5608>

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