

Job Description

POSITION: Contracts Manager
LOCATION: Burkina Faso
SUPERVISOR: Project Director, Alive and Thrive Project/Burkina Faso
JOB BAND/GRADE: LL/11

Alive & Thrive (A&T) Global Background

FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender, youth, research and technology — creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 70 countries and all U.S. states and territories.

Alive & Thrive is an initiative to save lives, prevent illness, and ensure healthy growth and development. Good nutrition in the first 1000 days, from conception to two years of age, is critical to enable all children to lead healthier and more productive lives. Alive & Thrive is scaling up improved infant and young child feeding and maternal nutrition through large scale programs in several countries in Asia and Africa and through strategic technical support and the dissemination of innovations, tools, and lessons worldwide. Alive & Thrive is funded by the Bill & Melinda Gates foundation and the governments of Canada and Ireland.

New Program Summary (2017 - 2022)

A&T has been working in Burkina Faso since 2014 in close partnership with the government and key NGO stakeholders to increase optimal breastfeeding practices nationally. The Bill and Melinda Gates Foundation has been awarded a new grant for A&T to continue its work in Burkina Faso through 2022 with a focus on maternal infant and young child nutrition (MIYCN).

- At the national level, A&T and its partners will emphasize breastfeeding advocacy and systems strengthening, including the adoption of evidence based guidelines for MIYCN, implementation and sustainability of breastfeeding enabling policies, and enhancement of service delivery (i.e., supportive supervision, training, job aids).
- A&T will continue its intensive work in the Boucle du Mouhoun region by scaling up breastfeeding and complementary feeding interventions in facilities, communities and households, and exploring at small scale through implementation learning opportunities to strengthen maternal nutrition through antenatal care services.
- A&T will package and disseminate knowledge on effective delivery approaches and strategies to accelerate implementation of nutrition policies and interventions in Burkina Faso, including through regional efforts in West Africa, amplifying work in Burkina Faso to the region and beyond.

Job Summary / Responsibilities:

The Contracts Manager will take responsibility for developing, organizing, and tracking all procurement and contracting activities for the A&T/Burkina Faso country program and the ECOWAS regional initiative, in close collaboration with the Finance and Operations Manager. S/He will also review and administer sub-awards in accordance with organizational policy and donor requirements ensuring close coordination with field office and HQ technical, financial, contract and administration staff.

Major Areas of Responsibility:

- Manage and coordinate all local procurement and contracting, including procurement initiation and contract negotiations with local vendors and consultants, preparation of complete set of documents as stated in the FHI Solutions policy for purchase orders, consultant work orders, subcontracts, sub-agreements, and other procurement actions, tracking of work progress and deliverables, etc.
- Assume primary responsibility in preparing procurement packages and obtaining required clearances and approvals for all procurements.
- Update and maintain commitment tracker on a monthly basis or more frequently if/as required.
- Provide regular reviews and updates on the status of project's accruals and commitments under existing contracts to A&T Burkina Faso Project Director and HQ. Track regional and county program data separately.
- Work closely with the program, technical, and operations team to ensure timely initiation of procurements. Provide support and guidance to program and technical staff throughout the procurement process.
- Serve as main liaison with the headquarters office on all procurement matters.
- Collaborate with other members of A&T/Burkina Faso finance and operations team and HQ team to administer procurements, track and process invoices and payments.
- Ensure procurement files are complete and accurate and in full compliance with the policies and procedures.
- Ensure that all contract deliverables are tracked, monitored, delivered, properly filed, and copies are sent to HQ office in a timely manner. Send regular reminders to the vendors and sub-contractors about outstanding/pending deliverables and follow up for submission.
- Work closely with the Project Director, Finance and Operations Manager, and project headquarters staff with regard to budgeting and fiscal monitoring.
- Ensure compliance with FHI Solutions regulations in all contractual and procurement activities.
- Assist Project Director and program staff as applicable to prepare advance lists of procurement and technical activities (such as a procurement plan) for planning efficient and timely inputs to support work plan activities.
- Keep the Project Director updated on latest rules and regulations regarding country and regional operations and support him/her to carry out activities accordingly.
- Perform other duties as necessary.

Qualifications

- Degree in business management, accounting, finance, or other relevant field in international development
- At least 5-7 years of experience managing complex procurement activities
- Experience managing procurements across the ECOWAS region preferred
- Computer skills, including Microsoft Word and Excel
- Excellent organizational and written and oral communication skills
- Fluency in written and spoken French and English
- Ability to work with minimum supervision
- Proven ability to pre-plan critical actions, carry out actions in an efficient and timely manner
- Track record of being a team player, ability to deal with multiple tasks, flexibility and getting critical tasks completed on time