



Job Description

POSITION: Contracts Officer

LOCATION: Burkina Faso

SUPERVISOR: Project Director, Alive and Thrive Project/Burkina Faso

JOB BAND/GRADE: KK/10

Background

The Contracts Officer will take responsibility for developing, organizing, and tracking all procurement and contracting activities for the A&T/Burkina Faso program, in close collaboration with the Finance and Operations Officer. 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.
- 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.

Alive & Thrive Burkina Faso, Immeuble Kanazoé, 3^{ème} étage, Avenue du Docteur Kwame N'Krumah, 03 BP 7023 Ouagadougou 03, Burkina Faso. Tel: +226 25 33 29 77

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- 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. 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 Officer, 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 for planning efficient and timely inputs to support work plan activities.
- Keep the Project Director updated on latest rules and regulations regarding country operations and support him/her to carry out activities accordingly.
- Perform other duties as necessary

Qualifications

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

To apply, please submit your CV and cover letter to aliveandthriveburkinafaso@gmail.com at the latest on 21 November 2016.

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