



**Title: Contracts and Compliance Manager**

**Reports to: President and CEO**

**Location: Washington, D.C.**

**About the Position:**

The Contracts and Compliance Manager is responsible for administering all aspects of contract, grant and agreement management from procurement planning to project close-out. These efforts include assisting with contract administration and compliance issues relating to the organization's procurement, solicitation, compliance and contracting functions as well as the administration of awarded grants, cooperative agreements and contracts. The Contracts and Compliance Manager will also have a close working relationship with Equal Access' Country Directors, Finance and Accounting, Program Staff and other corporate staff. The Contracts and Compliance Manager will support all programmatic areas including financial proposal review; grants and contracts administration; oversee international and domestic contract process as well as leading Equal Access's compliance program.

**Responsibilities**

**Contract Administration Support**

- Serve as EAI main Point of Contact with all clients on matters related to contract administration and/or compliance matters.
- Ensure contractors and sub-awardees comply with the terms and conditions of the awarding instruments.
- Provide guidance to staff regarding awarded terms and conditions and USG regulations, as well as assist negotiating the terms and conditions of agreements with clients, contractors and sub-awardees.
- Review draft contract and grant agreements, and modifications to such agreements, to ensure adherence to donor regulations and that Equal Access International corporate, programmatic, compliance and financial interests are considered and represented in such agreements.
- Oversees the development, revision and implementation of policies and procedures related to EAI's Contract Administration and Compliance Program.
- Develop and maintain operational, procurement and record-keeping systems for efficient performance and audit records of client contracts and agreements.
- Maintain close liaison with counterparts in Business Development, Finance and Accounting, Field Offices, Programs and other corporate staff in order to ensure contract and compliance coordination between departments.

- Prepare contract related templates including those for solicitations, contracts, consulting agreements and purchase orders
- Keep abreast of, interpret, and provide guidance to staff on donor regulations and policies; educate staff on contract compliance and operational topics.

### **Training**

- Develop and lead contract administration, procurement and compliance courses for HQ and field staff and other select partners.
- Develop organization-wide compliance awareness program, including whistleblower, fraud, waste/abuse, and other compliance issues
- Maintain a current resource library for staff to use and assists in preparations for training and refresher sessions on pertinent topics.

### **Compliance**

- Serves as the main Point of Contact to direct compliance issues for investigation and resolution.
- Supports efforts around capacity-building and ensuring that contract related tools and templates meet regulatory requirements.
- Works with the Program staff in reviewing program operations to ensure the highest levels of compliance are maintained, including procurement policies, procurement selection guidance, compliance standards for program management, agreements review and negotiation process, sub-award management process, review of start-up and close out procedures, and other materials as applicable; participates in meetings as required with staff to assist in identifying and supporting any outstanding compliance issues.
- Directs compliance reviews/audits of HQ and field offices, as well working in collaboration with other internal or external programmatic or financial audits.

### **Cost and Pricing/Business Development**

- Assists when required in the preparation and/or review of cost proposals for new awards or modifications to existing projects submitted by EAI to clients.
- Reviews solicitations for contractual and cost issues to be clarified and/or addressed by the client.
- Leads all negotiations related to cost, financial and contractual terms with clients pre/post award.

### **Qualifications**

- Bachelor's Degree in an area relevant to this employment opportunity;
- Minimum of 6 years of prior relevant work experience; preferably working with U.S. government funded contracts, grants and/or cooperative agreements with understanding of field management and operational issues;
- Knowledge of applicable U.S. Federal government circulars, state and local regulations, in particular regulations governing USAID and US Department of State cooperative agreements, grants and contracts;
- Experience conducting internal investigations;
- Experience in the development of cost/financial proposals/modifications
- Proven organizational skills and attention to detail;

- Demonstrated experience leading contact negotiations.
- Ability to work well in a team environment and to multi-task under tight deadlines;
- Analyze situations, provide suggested alternatives, and implement solutions
- Ability to exercise discretion and maintain confidence;
- Excellent verbal written skills in English required. Proficiency in French, a plus.
- Ability to persuasively convey the mission of Equal Access International to diverse groups including donors, clients, Board Members, the public and others.
- Comprehensive knowledge of Microsoft programs (excel, power point, MS project, etc).
- Willing to travel domestically and international (15% of the time)

Equal Access offers a competitive salary, benefits and the opportunity to join a growing, innovative international team. To apply, please your **CV along with a detailed letter** providing specifics on how your background meets the qualifications as well as reasons for your interest in becoming a member of the EAI Team. Please send this information to: [jobs@equalaccess.org](mailto:jobs@equalaccess.org). In the subject line of the email please include “Contracts and Compliance Manager - 2019” Applications for this position will be reviewed on an ongoing basis, however, applications are preferred by January 31, 2019.

Applications that do not make the proper subject notification in the email or provide the requested information will not be reviewed. Only those selected for interviews will be contacted. Equal Access International is an Equal Opportunity Employer.