

**IntraHealth International. Inc.**  
**Job Profile**

<b>Job Title:</b> Contracts, Grants, and Procurement Manager I	<b>Project:</b> N/A	<b>Country Location:</b> Chapel Hill, NC USA
<b>Division:</b> Finance and Administration	<b>Functional Level:</b>	<b>Date:</b> August 29, 2017
<b>Job Family:</b> Contracts	<b>Exempt Status:</b> Exempt	<b>Reporting to:</b> Director of Contracts, Grants, and Procurement

**Why Join IntraHealth**

At IntraHealth, we are a global team of creative, committed humanitarians on a mission. We are advocates, technologists, health workers, and communicators. Program officers, finance experts, and technical leaders. We are passionate and diverse. And we're united in our belief that everyone everywhere should have the health care they need to thrive. That's why we work every day to improve the performance of health workers around the world and strengthen the systems in which they work.

For almost 40 years in over 100 countries, IntraHealth has partnered with local communities to make sure health workers are present where they're needed most, ready to do the job, connected to the technology they need, and safe to do their very best work.

Our programs are designed with a deep understanding of and appreciation for the context of human rights, gender equality and discrimination, economic empowerment, and changing populations. And the longstanding relationships we've built with government agencies, private-sector partners, and members of civil society make our efforts stronger and more effective.

Join us and together we can make lasting changes in global health—for all of us.

**Summary of Role**

The Contracts, Grants and Procurement (CGP) Manager I works closely with the CGP Director and other CGP, Compliance, Human Resources, Accounting, and Finance Department team members to ensure award management support and systems are consistent with IntraHealth policies; donor requirements; applicable legal, regulatory and compliance requirements; and contracts, grants and procurement best practices. This position is responsible for providing cradle-to-grave support to assigned projects for

incoming assistance awards and acquisition contracts and outgoing subawards and procurement contracts.

The CGP Manager I works closely with Country-based CGP Officers to support an assigned global portfolio. S/he works closely with colleagues in US-based divisions and country offices to establish, develop, strengthen, and monitor award and compliance practices and procedures in support of international field operations to the maximum extent practical.

The CGP Manager I will report directly to the CGP Director.

**Responsibilities Include:**

- Draft and negotiate incoming and outgoing legal instruments and modifications (pre-teaming, grants, cooperative agreements, contracts, sub-awards/subcontracts, service and/or consultant agreements, leases, memoranda of understanding, purchase orders, etc.), ensuring the applicable flow down of donor requirements.
- Prepare Award Briefs and participate in Award Kickoff Meetings with various members of the staff to review compliance requirements and planned sub-awarding and procurement activities. Update and redistribute the Award Brief with each incoming award modification and review the Award Brief with new key personnel and local grants managers when they are on-boarded.
- Prepare procurement flow down provisions under newly negotiated incoming agreements and distribute to the SPM, COP, and field-based procurement staff. Update and redistribute, as applicable, upon execution of incoming award modifications.
- Maintain and update CGP data in a timely manner in Finance Division business systems and tracking tools (e.g. Serenic Awards Vision, SharePoint, Amber Road, etc.). Review award and sub-award summary reports monthly and certify data annually to ensure accuracy of data for accounting and audit purposes.
- Enter CGP requests for service in the shared SharePoint Tracker and update the status as progress is made toward completing requests.
- Assist global counterparts and project teams with conducting pre-sub-award risk assessments and appropriate sub-recipient monitoring (SRM) activities. Provide procedures, tools and training as needed and monitor implementation of SRM plans.
- Review procurement packages to ensure compliance with IntraHealth policies and procedures and, for procurements under donor-funded projects, with donor-specific requirements.
- Coordinate execution of outgoing sub-awards and procurement instruments in accordance with CGP procedures and the Delegation of Authority/Signature Authorization for Agreements.
- Maintain and apply knowledge of donor rules and regulations (including but not limited to the Uniform Guidance/2 CFR 200/45 CFR Part 75, USAID Mandatory Standard Provisions, FAR, AIDAR) and advise and provide training to implementation teams on best practices, compliance and risk management and mitigation strategies and tools.
- Provide support, advice, mentoring, training and coaching to US and Country-based staff, including Country-based CGP Officers, in all areas of award management and procurement, and CGP policies and procedures.
- Contribute to the development and improvement of CGP business processes, systems, policies and procedures as needed. In concert with CGP colleagues, facilitate the development and

execution of training on CGP policies and donor compliance for headquarters program and country-based staff.

- Participate in the Business Development (BD) process, assisting with the interpretation of compliance-related requirements in application/proposal packages.
- Cultivate, establish and maintain positive working relationships with internal and external clients globally.
- Present, communicate, and provide oral and written guidance on CGP topics globally.
- Travel to country field offices and donor offices as necessary.
- Other duties as assigned

### **Education/Experience Requirements**

- Master's degree in Contracts Management, Finance, Business, Law, or relevant degree and 6+ years of experience working in contract/grant management or a Bachelor's degree in relevant field of study and 10+ years of relevant experience.
- Experience with donors such as U.S. Government (i.e. USAID, CDC), foundation, and private donors required
- Demonstrated experience reviewing and administering awards, donor solicitations, and understanding compliance concepts.
- Demonstrated understanding of federal compliance requirements, and evidence of experience in the design, development or enhancement of compliant policies, procedures, and training documents.
- Demonstrated experience with capacity building, working in teams/groups, presenting training material, and/or providing coaching and mentoring.
- Strong oral and written communications skills.
- Able to work effectively both independently and in teams (domestic and international).
- Proven ability to work with all levels of office staff, internal and external clients, and with different personalities and organizations.
- Strong analytical and computer skills, including proficiency in Microsoft Word, Excel, Outlook, PowerPoint, and SharePoint, and experience with financial systems (familiarity with Serenic preferred).

### **Working Conditions/Other Requirements/Physical Requirements**

- Fluency in French strongly desired.
- Minimum noise levels in an office environment
- Ability and willingness to travel domestically/ internationally up to 25%
- Position is based in an office, requiring sitting at a desk most of the day
- Requires lifting of 0-10 lbs. occasionally or as needed

### **Competencies**

- **Innovation**-Develops new, better or significantly different ideas, methods, solutions or initiatives that result in improvement of IntraHealth's performance and meeting objectives, results and global commitments.

- **Accountability** - Holds self and others accountable for all work activities, research and personal actions and decisions; follows through on commitments and focuses on those activities that have the greatest impact on meeting measurable high-quality results for IntraHealth's success. Exercises ethical practices, respectful words and behaviors, and equitable treatment of others in all activities.
- **Service Excellence** - Knowledge of and ability to put into action customer service concepts, processes, and techniques to access internal and/or external client needs and expectations, and meet or exceed those needs and expectations through providing excellent service directly or indirectly.
- **Client Relationship Management** - Knowledge and ability to determine and satisfy current client needs and maintain a partnering relationship during engagements; includes influencing, communicating, presenting, facilitating, Build and manage new relationships and collaborative alliances.
- **Strategic Thinking** - Applies organizational knowledge to identify and maintain focus on key success factors for IntraHealth while recognizing, anticipating and resolving organizational challenges. Ability to develop organization- and industry-specific expertise and apply sound decision making processes to reach productive resolutions that translates strategy into actionable business plans.
- **Business Acumen** - Knowledge, insight, and application of business concepts, tools, and processes that are required for making sound decisions in the context of IntraHealth's business; ability to apply this knowledge appropriately to diverse situations; including supporting, identifying, assessing, and/or securing new business for the organization.
- **Effective Communication (Oral and Written)** - Understands effective communication concepts, tools, and techniques; ability to effectively transmit, explain complex technical concepts in simple, clear language appropriate to the audience; and receive, and accurately interpret ideas, information, and needs through the application of appropriate professional communication behaviors

### Summary of Benefits

IntraHealth International, Inc. is a great place to work and prides itself on its comprehensive benefits package. We offer competitive salaries and a dynamic inclusive work environment which supports health workers so they can improve the lives of people throughout the world.

IntraHealth International is proud to be an **equal opportunity employer**. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law, and requires affirmative action to ensure equality of opportunity in all aspects of employment. This is also to include inquiry about, disclosing, or discussing their compensation or the compensation of other applicants or employees.

To apply: <https://recruiting.ultipro.com/INT1028/JobBoard/e2116091-25aa-2eb8-64d2-db11ee75b469/OpportunityDetail?opportunityId=83dfed9b-4d45-4459-abf0-a1bddef2361b>