



**JOB ADVERTISEMENT**

# **CONTRACTS SPECIALIST**

Full-time staff position based in the US, with up to 25-30% travel.

**December 2022**



## Introducing Integrity

*Integrity is an ethical consultancy and service provider working in challenging and complex environments around the globe.*

We help our clients succeed in fragile and challenging environments while building trust and understanding as the basis for transformative change. We work across all phases of the program and project cycle, delivering eleven complementary services: monitoring, evaluation and learning / data and knowledge management / research, evidence and analysis / advisory / project management / communications / risk management / technical assistance / capability and capacity development / stakeholder engagement / grant and fund management. Our services are underpinned by the principles on which we were founded, a commitment to providing reliable information and evidence, and expert and high-quality delivery.

Headquartered in London and Washington DC, Integrity also has offices in Jordan, Kenya, and Pakistan. Our multi-national team of over 60 deliver multi-year projects, programs and consulting assignments to a wide range of government clients, international organizations, foundations and private sector clients.

**Vision:** Integrity sets the international standard for ethically delivered expert services in complex and challenging contexts. Our work helps create stability, accountability and prosperity.

**Mission:** Based on evidence and learning, we help clients and communities to build trust and understanding as the basis for transformative change. We do not advocate: we listen, comprehend and recommend.

**Commitment:** Integrity upholds the highest ethical standards in our service delivery, our employment of staff and our interaction with people. Through adherence to our core values, we ensure not only that our clients receive the best possible service but that we benefit the individuals and communities amongst whom we work.

Further information about Integrity can be found at [www.integrityglobal.com](http://www.integrityglobal.com).

## Your place in the Integrity team

*Our US office is growing rapidly, and the Contracts Specialist will play an integral role in this exciting chapter, providing key compliance support, from business development through project closeout, to ensure we mitigate risk and remain compliant with donor rules and regulations and company policies and procedures so we can deliver high quality programming.*

The Contracts Specialist will sit within the Corporate Team, which houses finance, contracts, and strategic pricing. The Contracts Specialist will serve as a subject matter expert and work flexibly across Integrity's teams, including Business Development, Services, and Operations, providing clear interpretations of contractual requirements.

The Contracts Specialist will report to the Head of Contracts & Strategic Pricing and ideally be based in Washington, DC. Integrity is open to considering a candidate based outside of the DC area.

## Scope of Work

*The Contracts Specialist will primarily support project teams, both in the home and field offices, by providing contractual compliance advice to mitigate risk and ensure compliance with all relevant rules and regulations. They will also support business development proposal teams by advising on potential risks, both contractual and financial, senior leadership in assessing identified risks, and the operations team in formalizing and operationalizing required systems and processes.*

The Contracts Specialist must be proficient in USG rules and regulations in order to provide sound interpretation of contract requirements and guidance to mitigate contractual risk, including financial and performance risks.

## Terms of Reference

### A. Contract Administration and Compliance (90%)

- Provide subject matter expertise on contract administration from RFP drop, to start-up, to close out, by:
  - Reviewing and providing a risk review of new RFPs
  - Providing project teams with advice on contractual and regulatory requirements
  - Drafting, reviewing, and/or negotiating subcontracts
  - Drafting and/or reviewing other contractual documents such as leases, services agreements and RFPs/RFQs
  - Drafting and/or reviewing project budget realignments prior to submission to the client
- Interpret and advise home office and field office teams on the application of FAR and AIDAR regulations and Integrity policies and procedures.
- Review terms and conditions of new contracts and contract modifications, providing an overview of unusual requirements to project teams and a risk review to senior leadership. Support client negotiations and review client correspondence, as necessary.
- Manage regular updates of subcontract templates and develop contracts and pricing-related policies, procedures, and templates, as needed.
- Liaise with the Operations team on matters of subcontractor due diligence and project start-up and the Finance team to ensure coordination on financial compliance issues.

### B. Capacity Building (5%)

- Deliver contracts trainings focused on understanding and managing contractual requirements and governing regulatory requirements.

### C. Business Development (5%)

- Support the development of cost proposals by reviewing spreadsheets and narrative.

## Your Experience and Expertise

The Contracts Specialist will have:

- 5-10 years' relevant experience, focused on contractual compliance, oversight, and management, particularly on USAID contracts.
- Strong knowledge of US Government regulations, including the FAR, AIDAR, 2 CFR 200, ADS, and the ability to interpret them, provide guidance, and train others.
- Experience with various contract types: Cost Reimbursement, Firm-Fixed-Price, Time & Materials, and Indefinite Quantity Indefinite Delivery.
- Experience in subcontractor negotiation, administration, and management.
- The ability to convey messages clearly and diplomatically, both verbally and in writing.
- Strong people skills evidenced by client and team management experience.
- Intermediate level MS Excel skills.

It is **desirable** the Contracts Specialist will also:

- Have experience in grants management and/or procurement.
- Have experience developing USAID cost proposals.
- Have experience developing contracts-related templates, such as subcontract templates.

## Languages

- Written and oral fluency in English, with excellent communication skills including the ability to write clear and compelling narrative.

## Core competencies

The Contracts Specialist should also demonstrate the following core competencies:

Level 1: Team competencies	Level 2-4: Management competencies
<ul style="list-style-type: none"> <li>• Ethics</li> <li>• Leadership</li> <li>• Planning and Organising</li> <li>• Development and Continual Learning</li> <li>• Results Focus and Initiative</li> <li>• Teamwork</li> <li>• Customer Orientation</li> <li>• Communication</li> <li>• Managing Change</li> </ul>	<ul style="list-style-type: none"> <li>• Analytical and Flexible Thinking</li> <li>• Achievement Focus</li> <li>• Managing Resources</li> <li>• Teamwork and Team Leadership</li> <li>• Customer Orientation</li> <li>• Influencing</li> <li>• Organisational Knowledge</li> <li>• Organisational Alignment</li> <li>• Strategic Thinking</li> <li>• Accountability</li> <li>• Developing Talent</li> </ul>

## Hybrid Working

Integrity is a hybrid work employer offering a flexible working model that supports a blend of in-office and working from home time. Each office has its own flexible working model to meet local needs and demands.

## How to Apply

If you are interested in applying for this position, please complete the application form at [www.integrityglobal.com/apply-sm/](http://www.integrityglobal.com/apply-sm/) and attach a CV and Cover Letter, explaining why you are suitable for and want the role. **Applications submitted without a cover letter will not be considered.**

The closing date for applications is **11<sup>th</sup> December 2022**. However, we will review candidates on a rolling basis and the vacancy may be filled before this deadline. **We encourage early applications.** Please be advised that only shortlisted applicants will be contacted.

**Candidates must have the right to work in the US.**

*Integrity is an equal opportunities employer. And positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We will respect your confidentiality and abide by US data protection laws.*