

Senior Manager Subawards, Cameroon

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Company: PSI

Location: Yaounde

Category: other-general

JOB TITLE: SENIOR MANAGER SUB AWARD

PROGRAMS DEPARTMENT

SUPERVISOR: EXECUTIVE DIRECTOR

PROPOSED ORGANIZATIONAL LEVEL: MANAGER

PROPOSED CAREER LEVEL: M1

Only candidates authorized to legally work in Cameroon will be considered.

Applicant CVs must be submitted in French and English.

JOB SUMMARY

Population Services International Cameroon is the national branch of PSI, with programs in malaria, reproductive health, child survival, safe water, diarrhea, and HIV prevention and treatment.

PSI promotes and distributes health products, services, and healthy behaviors, enabling low-income and vulnerable people to lead healthier lives through programs in HIV/TB, malaria, child survival, reproductive health, diarrhea, and waterborne diseases, hepatitis C and COVID-19.

The position would manage and monitor the financial and programmatic components of all the sub awards and sub contracts within PSI Cameroon. The Senior Manager Sub Award

would be responsible for ensuring the sub recipient monitoring tools for subaward management are utilized to monitor the sub awards, review and approve financial reports of the sub awardees and build capacity of the sub awardees on compliance, documentation and other areas as required.

WORKING CONDITIONS

Travel requirements: More than 50%.

The position is based in Yaoundé.

The incumbent will be placed on a salary scale in line with PSI standards, and will benefit from capacity-building training as far as the platform allows.

Working remotely: May be allowed with supervision's permission.

ESSENTIAL FUNCTIONS

This is not an exhaustive list of all the tasks the incumbent is expected to perform. It is a summary of the main responsibilities and requirements of the position, and the incumbent may be required to perform tasks not included in this job profile.

SUB-AWARD/ SUB-CONTRACTS:

Support pre-award sub awardee selection efforts, set-up, and post-award monitoring of awards and contracts following PSI laid tools and process.

On-boarding of sub-awardees or sub-contractors through a detailed orientation process.

Ensure consistent monitoring and management of sub-awardees and sub-contracts.

Plan and conduct quarterly or periodical reviews of the sub-awardees as laid out in the Sub Recipient Monitoring tools, monitor all delegated grants management, accounting, budget management, and other business office functions regularly, dealing with a variety of problems that arise on a daily basis. Review and approve major or unusual transactions.

Liaise effectively with program's technical team on the various budgets allocated to different tasks and ensure that the funds are being spent judiciously.

Understand and follow grant management process and systems and develop new

approaches and continuous innovation where needed.

Prepare dashboard for tracking of all sub awards, advances paid and expenses accounted for by PSI updated on a regular basis.

Maintenance of all documents and supporting each sub-award wise

Ensure these folders are updated and all documents, communications are uploaded on one drive or share drive.

Guides financial decisions by establishing, monitoring, and enforcing policies and procedures.

Monthly review of financials, random check of expenses by shortlisting/ sampling transactions or sub-award of sub-contract.

Site visit at sub-award location, for monitoring and review.

Review and approve periodic financial report by sub award.

Ensuring that appropriate systems and internal controls are implemented and maintained.

Assist with Audit of the sub-awardees and review of management responses prepared by them to external auditors.

Conduct need based training to ensure that sub awardees have knowledge of the award requirements.

Build up capacity and of the sub awardees in areas like documentation, statutory compliances and other areas where needed.

Keep informed of the “best practices” in the grants management field and recommend improvements to the grant management process.

Any other tasks assigned time to time by the supervisor.

OTHER

Ensure compliance to PSI policies and donor’s requirements.

Responsible for stringent monitoring of funds to sub-awardees / sub-contracts.

Assist in collection of data and compilation of budgets from sub-awardees.

Ensure smooth execution of audit (internal / external or donor).

QUALIFICATIONS

To perform this job successfully, a person must be able to perform each of the essential functions satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. In most cases, previous work experience may substitute for formal training, and a diploma may substitute for work experience. Acceptable equivalencies will be documented in the Required Experience section.

Only candidates authorized to legally work in Cameroon will be considered.

Educational requirements

Master's degree (or international equivalent); at least a 4/5-year degree in management or other development-related discipline required.

Experience required

At least 10 years cumulative experience in project, team and resource management requires.

At least five years' experience in a similar position or equivalent.

Knowledge, skills and abilities

Program Support Management.

Experience in program support and operational planning.

Good administrative and financial management skills in a complex international environment.

Experience in subcontract management and capacity building.

Ability to manage a complex budget.

Excellent writing skills; ability to draft and review donor reports and proposals.

Demonstrated leadership and interpersonal skills.

Demonstrated ability and interest in team building and development.

Experience in performance management.

Experience in managing a diverse workforce.

Representation and negotiation skills.

Experience in effectively managing institutional partnerships with international and national NGOs.

Experience in building and maintaining collaborative relationships with donors and government partners.

Ability to develop positive coping strategies in stressful environments.

Intercultural communication skills.

Knowledge/information management.

Language Skills

Native or bilingual in English and French. #LI-DNI

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