



## Contracts Manager (Ref: C3HP/CTM/12-21)

### Background

Deloitte Tanzania has been awarded a contract to implement a Comprehensive Client-Centered Health Program HIV/TB LOC (C3HP) in Southern regions in Tanzania. This is a five year project (November 9, 2021 to September 30, 2026) funded by the American People through USAID aiming at supporting the Government of Tanzania's (GOT) Ministry of Health and Social Welfare, Elderly and Children (MOHCDGEC) and the President's Office- Regional Administration and Local Government (PORALG) at the central level and in target Mainland regions to deliver high quality integrated HIV and TB prevention, care and treatment services that will improve health outcomes, particularly for youth and children. The program intends to increase the demand for and use of quality integrated HIV and Tuberculosis services in Iringa, Lindi, Morogoro, Mtwara, Njombe, and Ruvuma regions by improving access to quality services in both facilities and the surrounding communities, promoting positive health seeking behaviors among Tanzania's population, and enhancing the overall policy environment for HIV & TB service delivery.

Deloitte is therefore seeking for experienced, self-motivated, a highly competent individual with exemplary ethical conduct to join the C3HP program as **Contracts Manager** based in Dar Es Salaam.

### Job Purpose

Working with units leads within the program and contracts officers from our partners effectively maintain contracts portfolio management system in full compliance with donor rules and regulations, from pre-award to close-out.

### Key Responsibilities

- Negotiate contract terms and conditions with each party, advanced analyzing potential risks involved with certain contract agreements and help leadership understand the interpretation of information outlined in the contracts.
- Provide technical contract advise in the sub award process and procurement activities up to authorized thresholds.
- Develop and maintain a contract tracking system that will monitor the award compliance, progress of contract execution and close-out ensuring the terms of reference stipulated in the contract are met.
- Provide supplemental interpretation of fundamental regulations and standard contract requirements, during pre-award, to help produce competitive and responsive proposals.
- Assist in the review of prime and sub-award award documents prior to signature; and receive and process signed contracts from clients.
- Assure completeness and accuracy of contracts and serves as first responder on routine business transactions of a contractual nature.
- Work in partnership with records management staff to maintain the accuracy and integrity of the unit filing system.
- Prepare and present monthly high-level project reports to leadership.



## Requirements

- Bachelor's degrees of Business Administration, Legal Studies or related field
- Five years professional work experience with at least two in contracting position a Non-governmental Organization (NGO)
- Advanced knowledge of donor (USAID and non-USG) rules and regulations applicable to sponsored projects
- Advanced understanding of contracting concepts and principles

If you believe you are the right candidate for the job, submit a cover letter including your current and expected remuneration, detailed CV, copies of your academic certificates and transcripts, and three referees to [C3HP@deloitte.co.tz](mailto:C3HP@deloitte.co.tz). For your application to be considered, it **MUST** quote the job title, reference number and your preferred region on the email subject line. Submission deadline is 10th December 2021 at 4:30 p.m. Hard copy applications will **NOT** be accepted.

This position is on a one-year renewable contract, subject to performance and availability of funding from the donor. The job offer is conditional to successful vetting, including professional reference checks and limited lifestyle audit.