



Contracts Officer (Ref: C3HP/CTO/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 Officer** based in Dar Es Salaam.

Job Purpose

Manage the due diligence and compliance of contracting process for the C3HP program.

Key Responsibilities

- Initiate the pre award process, and review program purchases, rental agreements, new hire contracts and business proposals.
- Review of inbound contracts, supplier terms and conditions and other legal documents providing advice to procurement unit across the program on potential legal issues and risks.
- Drafting and negotiating flow down contracts, bespoke agreements and of other types of legal documents.
- Regularly liaise with and support other departments to ensure contractual obligations have been fulfilled during execution of the program
- Manage the distribution, recording, filing and archiving of fully executed contracts and amendments
- Support the Contracts Manager and management team with the provision of legal advice in relation to bid writing and contract negotiation
- Manage the due diligence process, advising on the decision making for preferred suppliers.
- Conduct post award review of sub-award or sub-grantees as per USAID rules and regulations.
- Assess the completeness of Terms of Reference and deliverables during close-out of contracts.
- Assist the Contracts Manager prepare annual Risk Matrix.
- Prepare monthly project reports and submit to Contract Manager.

Requirements

- Bachelor's degrees of Business Administration, Legal Studies or related field



- Three years professional work experience with at least one 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. 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.