

TITLE: Sub-Awardee Specialist
Dept. Finance and Contracts
Based in: 36 Glenhove Road, Melrose Estate, Johannesburg, 2196
Up to: 20% local travel but will have field interaction
Reports to: Director of Finance and Contracts
Hours: 4 days a week (80% position or 4/5 days a week)
Starting Date: 1 October 2020 or earlier

Who we are:

With 50 years of experience, working in over 60 countries Population Services International (PSI) is the world's leading non-profit social marketing organisation. PSI is reimagining healthcare, by putting the consumer at the centre, and wherever possible – bringing care to the front door. We are working to fix market failures, shape future health markets and shift policy and funding to better support consumer empowered healthcare. There are over 6,000 "PSI'ers" around the world. We are a diverse group of entrepreneurial development professionals with a wide range of backgrounds and experience. All with unique skills that we bring to the critically important work that we do.

Join Us!

We are looking for an experienced-dynamic individual for the position of Sub-Awardee Specialist who will manage PSI's contractual relationships with key partners. You will be the focal point for the subaward management process from initiation, development of the agreement, building the capacity of subaward initiating and tracking subaward advances/payments right till close out of the subaward agreement. You will work under the Director of Finance and Contracts and closely with colleagues in our Headquarters Grants and Contracts Department in Washington, DC (HQ G&C Department) to ensure subaward management is in line with overall program management, donor requirements, and PSI policies. This position will be based in Johannesburg and requires travel to provinces.

Sound like you? Read on.

Your contribution:

- Assist the Programme department with preparations for the pre-award selection process;
- Undertake pre-award assessment process and ensure (for both acquisition and assistance type subawards) each selected organisation has the capacity to appropriately receive funding
- Develop and negotiate sub-agreements (including Cost-reimbursable, Fixed Amount/Fixed Obligation/Pay per performance, Pre-award Letters/Authorisations as well as amendments;
- Implement subaward management tools, templates, methods, and processes developed by PSI's HQ G&C Department;
- Ensure that sub-agreements are reviewed by the Director of Finance and Contracts and the Country Representative prior to being approved by the HQ G&C Department in accordance with PSI policy.
- Collect and file essential subaward documentation, including pre-award assessments, reports, checklists, site visits, important email communications in hard copies and on SharePoint.
- Coordinate closely with the local leadership and the HQ G&C Department to evaluate country office risk and design relevant monitoring and capacity-building plans related to development of both internal country office staff and subrecipient capacity;
- Provide training and orientation to sub-recipients on donor rules and regulations in line with the grant agreement as well as the organisation's policies and procedures.

- Conduct site visits to sub-recipients on a regular basis to review financial documents or collaborate within -technical teams where relevant.
- Develop a dashboard to track sub-recipient performance across all compliance areas
- Support the Chief of Programme in drafting subaward management letters.
- Follow up on all subaward compliance audit issues and document resolutions.
- Perform initial review of sub-recipients' financial reports and provide feedback for appropriate corrective action.
- Initiate and track payments to sub-recipients.
- Assist to track sub-recipient cost share contribution, as appropriate.
- Work with PSI's Accounting team to reconcile actual expenditures against advance payments on a monthly basis prior to paying any sub recipient; circulate monthly.
- Track spending and review sub-recipient burn rates against sub-agreement terms and prime agreement obligations.
- Ensure that there is an accurate and consistent review of financial reports, including a documented correlation between sub-recipient financial expenditures and sub-recipient programmatic reporting.
- Conduct compliance assessment in line with prime and sub-agreement.
- Liaise with Director of Finance and Contracts to ensure sub-recipient expenditures are able to be incorporated into prime award financial reports.
- Liaise with Program Management Team to ensure that sub-recipient budgets and payments align with donor budgets and program deliverables.
- Monitor the budget revisions thresholds for sub-recipients and ensure amendments to sub-agreements are developed and processed in a timely manner as needed.
- Facilitate the sub-agreements close out process within six months prior to completion.

What we are looking for?

The basics:

Qualifications:

Essential:

- Undergraduate Qualification from an accredited University in Finance or Economics or a Business-related field
- 5+ years of progressively responsible experience working in grant and subaward management
- Strong financial management, data analysis, reconciliation and MS Excel skills
- Experience in reviewing sub-recipient financial reports, and developing and preparing other reports

Knowledge:

- Must have demonstrated knowledge of complex automated procurement reporting systems (Infor Lawson, QuickBooks experience highly desirable);
- Comprehensive knowledge of donor (USG and non-USG) rules and regulations including but not limited to USAID, Global Fund, UNITAID etc.

What would get us excited?

Skills and Abilities:

Essential

- A love for compliance but the flexibility to meet program needs. You like to play by the rules, but you understand the importance of being flexible, and you always strive to find a compliant path to a yes, while documenting and mitigating risks to meet our ultimate goal of health impact
- Capacity Builder: You have experience building capacity and conducting trainings, particularly in the area of grant and/or subaward management in addition to other areas.
- Must have the ability to work well in a cross-functional team environment and effectively navigate within various functions in the organisation

- Able to solve complex problems and successfully manage ambiguity and unexpected change
- Excellent organisational skills and strong customer service focus
- Excellent writing, analytical, interpersonal, organisational, and cross-cultural skills; demonstrated ability to perform and prioritise a variety of tasks on short notice within designated deadlines
- Team Player: You know how to connect several diverse groups of people in order to get things done
- Strong English communicator, with excellent interpersonal, verbal and written communication skills.
- You set clear and challenging goals and hold yourself accountable to driving measurable results

Desirable

- You dive in and maintain momentum, even when things are ambiguous, and you don't let perfect get in the way of good enough. You aren't afraid to speak up and speak your mind.
- You're independent and a free thinker, but you're ready to buy into the direction of the team and commit to its success.
- Must have ability and to work from home at least 3 weeks of every month