Position Title: Sub Awards and Compliance Manager

Duty Station: Kathmandu, with regular travel to program field offices

Position Category: Full-time [ ] Part-time [ ] AND Regular [x] Temporary [ ]

Salary Level:

Current Employee:

PROGRAM/DEPARTMENT SUMMARY:
Mercy Corps is an international, non-governmental humanitarian relief and development agency that exists to alleviate suffering, poverty and oppression by helping to build secure, productive and just communities. Mercy Corps works amid disasters, conflicts, chronic poverty and instability to support people, communities and organizations that can bring about positive change. Since 1979, Mercy Corps has helped people turn the crises they confront into the opportunities they deserve. Driven by local needs, our programs provide communities in the world's toughest places with the tools and support they need to transform their own lives.

GENERAL POSITION SUMMARY:
The Sub Awards and Compliance Manager for Mercy Corps’ Nepal-funded Development Food Assistance Program (DFAP) is a key position in the 5-year USAID/FFP-funded tentatively titled by USAID as the “Community Resilience Program,” responsible for ensuring and facilitating the compliance of programs with donor regulations and requirements for all sub-grantees. S/he will report to the Chief of Party and work closely with staff dedicated to the program - Deputy Chief of Party, Technical Directors, Finance and Compliance Manager and Monitoring and Evaluation Manager, and Nepal procurement and logistics offices, and consult regularly with Mercy Corps’ Portland HQ compliance and legal departments. S/he will also lead efforts to build the capacity of local NGOs to meet finance and compliance requirements of USAID, so that these local organizations develop professional personnel and systems.

ESSENTIAL JOB FUNCTIONS:

Sub Awards Management:
- Work closely with the partner organizations (PLAN USA, iDE, TUFTS, RIMS, Rupantaran, and LNGOs as determined) to ensure they are issuing, managing and monitoring sub awards in accordance with the “COMMUNITY RESILIENCE PROGRAM” sub award manual.
- Ensure that the “COMMUNITY RESILIENCE PROGRAM” program is complying with the procedures as approved in the “COMMUNITY RESILIENCE PROGRAM” sub awards manual, and that the annexes are being used as applicable.
- Update the “COMMUNITY RESILIENCE PROGRAM” sub awards manual as needed with input from MC HQ, assist COP with requesting USAID approval of any updates
- Participate in the development of the overall programmatic strategy and the strategy for the sub awards program.
- Participate in the design of RFAs, publication of RFAs, issuing of RFA packages to prospective applicants, manage the administrative process of receiving RFA applications and providing the applications to the RFA Review Committee.
- Administer competitive RFA processes in accordance with the “COMMUNITY RESILIENCE PROGRAM” sub awards manual, with, for each RFA, clearly defined and communicated steps for selecting, negotiating and awarding sub awards.
POSITION DESCRIPTION

- Responsible for the review of RFA applicants’ budgets and budget narratives for completeness, cost realism and compliance with RFA budget requirements.
- Responsible for pre-award financial review and other due diligence of apparently successful applicants.
- Select subaward agreement type, draft subaward and negotiate agreements with selected subrecipients.
- Draft modifications to subawards, as needed.
- Develop and conduct subrecipient financial and compliance training workshops;
- Review subrecipient financial reports for correctness and completeness and ensure that reports are submitted on time.
- Develop subrecipient monitoring plans, conduct financial monitoring of subrecipients and prepare financial monitoring visit reports.
- Follow up on all subaward compliance issues and audits and document resolutions.
- Maintain subaward tracking as well as financial files in accordance with the Field Finance Manual.
- Set-up and maintain subawards within the financial system as per the Navigator Sub Award Guidelines.
- Ensure program approval is received for subrecipient advance requests and perform compliance review. Responsible for sub award financial close-outs, including ensuring that all requirements of the sub award agreement have been met and that sub award funds have been properly settled.
- Provide compliance guidance and consultations to subrecipients on a demand-driven basis.
- Assist the program team with assessing subrecipient organizational needs, so that the sub award process strengthens the ability of local NGOs/CSOs to meet world class standards.

Compliance:

- Ensure that the “COMMUNITY RESILIENCE PROGRAM” program is executed in alignment with the Cooperative Agreement and the applicable USAID regulations, staying abreast of changes in regulatory environment related to donor/grant compliance; update “COMMUNITY RESILIENCE PROGRAM” policies and procedures as necessary;
- Help find practical solutions to ensure resolutions to issues are compliant, yet facilitate the achievement of program objectives.
- Review “COMMUNITY RESILIENCE PROGRAM” subaward transactions, major contracts and other documents for compliance requirements and ensure these requirements are met;
- Prepare prior approval, waiver and other compliance requests to the donor on behalf of both Mercy Corps. Assist subrecipients, as needed with subrecipient compliance requests to Mercy Corps. Identify and communicate compliance risks associated with program implementation;
- Prepare and maintain internal and donor compliance-related reports.
- Work very closely the Finance department to facilitate grant projections, disbursement and reporting, ensuring compliant documentation, and, as requested by the COP and/or CD, investigate financial anomalies as per MC policies and procedures.
- Provide leadership and direction with regard to any grant or contract functions needed for the program’s success and to provide input on program functions.

Team Management

- Create and sustain a dynamic and participatory work environment of mutual respect where team members strive to achieve excellence.
- Promote accountability, communicate expectations and provide constructive feedback via regular performance reviews.
- Supervise, hire and orient new team members as necessary. Provide team members with information, tools and other resources to improve performance & reach objectives.
- Contribute to country team-building efforts, help team members identify problem solving options and ensure the integration of all team members into relevant decision-making processes.
- Ensure that all staff receive appropriate communications regarding their compliance assignments and responsibilities;
POSITION DESCRIPTION

- Develop, update as necessary and deliver training programs and materials and ensure all staff are aware of the compliance requirements related to their position;

ORGANIZATIONAL LEARNING:
As part of our commitment to organizational learning and in support of our understanding that learning organizations are more effective, efficient and relevant to the communities they serve - we expect all team members to commit 5% of their time to learning activities that benefit Mercy Corps as well as themselves.

SUPERVISORY RESPONSIBILITY:
Sub Awards and Compliance Officer(s)

ACCOUNTABILITY
REPORTS DIRECTLY TO: Chief of Party
WORKS DIRECTLY WITH: HQ Deputy Director of Compliance (with authority for technical compliance matters), Deputy Chief of Party, Finance and Compliance Manager, Technical Director, Monitoring and Evaluation Manager, Operations Director, Program Director, Partner Organizations, Sub-grantees.

KNOWLEDGE AND EXPERIENCE:
- Bachelors or equivalent in relevant subjects. Masters or those having professional qualification is preferred.
- 5+ years of relevant field or management experience of complex, multi-dimensional programming including administering small grants in an international/local environment.
- Experience in sub awards design, negotiation, and administration is required.
- Proven success managing the administration and compliance of US government funding, particularly with the management of large USAID funded sub award mechanisms of a comparable size. Proven experience managing complex teams in difficult environments;
- Demonstrated experience and ability to professionally and appropriately represent the organization and negotiate and defend Mercy Corps’ interests with a diverse range of international and local organizations and other groups;
- Effective verbal and written communication, multi-tasking, organizational, and prioritization skills are necessary;
- Demonstrated attention to detail, ability to follow procedures, meet deadlines and work independently and cooperatively with team members is required;
- Experience working in complex political environments, and accordingly under dramatically more complex USG regulations;
- Strong analytical skills coupled with a solid understanding of financial and procurement systems; Prior auditing experience is considered a plus
- Fluency in written and spoken English essential;

SUCCESS FACTORS:

- A successful candidate will have demonstrated ability to lead and communicate effectively with team members of varied work styles, follow procedures, and meet deadlines with flexibility and creativity in planning and problem solving and a proven ability to learn quickly, take initiative, and be accountable for results. S/he will be able to understand the larger picture while remaining focused on the details. An ability to work independently and as part of a team, a knowledge of procurement and tendering and a curiosity about and sensitivity to new cultures are all essential.

SIGNATURES: