



POSITION: Contracts Manager
SUPERVISOR: Executive Director
EMPLOYMENT TYPE: Fixed Term Contract
CONTRACT DURATION: (01 June 2022 – 31 March 2025)

Isibani Development Partners is a South African-registered NGO, launched in 2011 to become a leading local technical assistance provider, systems strengthening and grants manager for health and social service in Southern Africa. Isibani has been appointed by the National Department of Health to serve as one of the Sub-Recipients (SRs) for the GLOBAL FUND TB/HIV Program in King Cetshwayo (KZN) and Ekurhuleni (Gauteng) districts, from 01 April 2022 to 31 March 2025. Isibani seeks to appoint a District Pharmacist. The position will be based at head office Pretoria.

Job Overview:

The Contracts Manager is primarily responsible for the administration of contracts and consultant agreements, ensuring full compliance with Global Fund rules and regulations. The Contracts Manager will be the primary point of contact for contractual issues, provide guidance on contract interpretation, ensure compliance with Isibani's policies and procedures, to successfully achieve project goals. The Contract Manager reports to the **Executive Director**.

Key Performance Areas Include:

- Leads conceptualisation, development and drafting of Scope of Work, Terms of Reference, Budgets, and Requests for Proposals and Quotations.
- Draft and manages all contracts, including consultant agreements, deliverables, modifications and negotiation memos.
- Negotiates, reviews and revises budgets and supporting documents to ensure compliance with donor regulations, accuracy and reasonableness of costs, and alignment with the scope of work.
- Responsible for organising contract meetings, minutes taking, conducting due diligence, site visits and provide re-direction when necessary.
- Provides guidance to the organisation on contract management issues, as needed.
- Advises senior management on matters of concern and elements of risk that can be detrimental to successful project performance.
- Works directly with senior management and NDoH - GF PMU to ensure smooth implementation of contracts.
- Responds to internal and external audit matters related to contracts.
- Collaborates with Isibani finance and program staff and NDoH - GF PMU to monitor contractor performance.
- Review contract proposals, negotiates terms and conditions, and issues contracts agreements.
- Participates in project start-up, implementation, and close-out procedures ensuring compliance with terms and conditions of the contractual agreement and organisational policies and procedures.

Minimum Requirements

- BTech Degree qualification in Business Administration, Accounting, or equivalent qualification
- Atleast 5 years' experience in negotiating and managing contracts in an NGO sector
- Knowledge of PFMA and Global Fund rules and regulations regarding contracts.
- Excellent negotiation skills
- Exceptional attention to detail, and for accuracy and precision
- Critical thinking skills and the ability to research and understand legal documents, financial reports and technical documents.

Suitable candidates to send applications at: applications@isibani.org.za

Please Note: Please specify the below reference number on the subject line of your email for a quicker response

Subject line: "Contracts Manager CM002"

Closing date: Friday, 13th May 2022

Kindly note that only shortlisted candidates will be notified