

Deputy Contract Manager (DCM)

About the Company

Formed by a group of former humanitarian and development workers in 2006, Kimetrica is a social enterprise focused on providing policy-makers and project managers with the tools and skills they need to do their jobs well. Our work centers on providing knowledge management solutions for governments, bilateral donors, the World Bank, and not-for-profit organizations in the areas of performance management and disaster risk reduction. With offices in the United States and East Africa, Kimetrica employs 80 full-time professional staff and an extensive network of sector specialists with expertise ranging from early warning and contingency planning to social protection and research and data analysis.

About the Position

Kimetrica (www.kimetrica.com) seeks qualified candidates for the position of Deputy Contract Manager (DCM) for a major five-year United States Agency for International Development (USAID) activity based in Washington, DC. The DCM will lead day-to-day operations, including administrative, contracting, recruitment, budgeting and financial reporting tasks for the project. The position requires a unique combination of project management and communication skills, understanding of government contracting, and commitment to international development. The DCM will work closely with both administrative and technical teams in support of activities aimed at mitigating humanitarian disasters around the globe.

The DCM will work alongside ambitious, innovative thinkers at the forefront of developing new methods and technologies for humanitarian and development decision making. You will find a place where you can apply your skills to support solutions to some of the world's most challenging problems, in an environment where intellectual curiosity forms a common thread among our technical and management teams. The position offers significant career growth potential.

Responsibilities

- **Contract Management.** Monitors day-to-day activity on the project; supports quarterly project reviews. Ensures compliance with policies and procedures and, in consultation with home office staff, provide recommendations for best practices. Troubleshoots complex project administrative and operational challenges; provides oversight on operational activities such as start-up, mobilization, demobilization, and project-specific procurements; Proactively identifies and analyzes areas of risk to advise the Contract Manager on possible solutions and preventive measures.
- **Contract Compliance.** Ensures overall contract compliance with USAID and Kimetrica's rules, regulations, and procedures. Resolves complex contractual issues with appropriate escalation and collaboration with the Contract Manager, Task Order Managers, and home office staff. Manages the alignment of work plans to budgets, contract modifications, and subcontract modifications. Draft scopes of work for subcontracts and consultants and serves as the primary, administrative point of contact for all subcontractors and partners.
- **Financial Management.** Supports the Contract Manager in project financial reviews and analyzes and troubleshoots financial issues. Supports finance staff to ensure the accuracy of project finance transactions and monthly project invoices. Reviews and approves offices payments (e.g., timesheets, expense reports, vendor invoices, etc.). Under guidance from Contract Manager, monitors the accuracy of project budget and provides analysis and solutions.
- **Human Resources.** Drafts statements of work and terms of reference. In collaboration with Home Office human resources staff, post job announcements, shortlist candidates and support interviews.

Minimum Qualifications

- Bachelor's or Master's degree in relevant field (business administration, international development, public administration, etc.);
- A minimum of 8-years of professional experience working on and managing USAID-funded projects;
- Strong working knowledge of AIDAR and FAR regulations;
- Proven experience in contract administration, budgets, human resources, and operations; and
- Outstanding written and oral communication skills.

Preferred Qualifications

- Proficiency in the use of Google applications;
- Experience working with web-based project management applications, including video conferencing technologies;
- Overseas experience; and
- Fluency in English is required and ability to work in French or Spanish a plus.

Location

The position is based in Washington, D.C.

Perks

- Competitive salary package
- Health and Life Insurance
- Generous vacation, holiday and sick leave
- Travel
- 401K with match

Equal Employment Opportunity

We're proud to be an equal opportunity employer and celebrate our employees' differences, including race, color, religion, sex, sexual orientation, gender identity, and national origin.

How to Apply

Interested persons should click on the *Apply Now* button or send their CV and cover letter to jobs@kimetrica.com, include "Deputy Contract Manager" in the subject heading of your e-mail. Only shortlisted candidates will be contacted.