



JOB ANNOUNCEMENT

Position Title: Deputy Director - Contracts

Location: Washington, DC

Category: International Development

Term: Full-Time Position

Positions: One

Starting Salary Range (Commensurate with Qualifications): \$81,000 - \$103,000

Summary

The United States Energy Association (USEA) seeks a Contract Manager with experience overseeing U.S. government contracts to assist with the execution of the Advancing Modern Power through Utility Partnerships (AmpUp) program – a U.S. Agency for International Development (USAID)-funded international energy program.

The AmpUp program is funded by a cooperative agreement between the United States Energy Association and the United States Agency for International Development under the Bureau for Development, Democracy, and Innovation (DDI). AmpUp introduces an innovative performance improvement model centered around peer-to-peer relationships and strong practitioner and stakeholder networks that will deploy expertise and establish pathways to implement best practices with measurable and sustainable impacts. This work will take a new approach to building collaborative structures for USAID-assisted utilities. AmpUp will leverage the expertise and knowledge of utilities and energy sector experts from around the world, applying lessons learned from 30 years of energy partnership programs, and incorporating new models of energy partnerships.

Position Description

The Deputy Director - Contracts will provide support and guidance in ensuring government contract compliance and manage and oversee USEA's USAID cooperative agreement and all program subcontracts including those with implementing partners, vendors, and technical expert firms or individuals. The Deputy Director - Contracts will be responsible for every phase

of the contract lifecycle from drafting and negotiating, to signing, implementing, and overseeing adherence to the contract.

The Deputy Director - Contracts reports to the AmpUp Program Director and is responsible for representing USEA in a professional manner, managing contracts efficiently and responsibly.

Essential Responsibilities

- Lead the government contracting process for the AmpUp program, including drafting, reviewing, negotiating, interpreting, and administering U.S. Government contracts and cooperative agreements, and subcontracts
- Ensure compliance with laws, regulations, and contract provisions applicable to government business including, but not limited to, Federal Acquisition Regulation (FAR), General Services Administration (GSA) schedules and other contracting regulations
- Act as the primary point of contact with government contracting, government contracting officers and subcontractors on all contractual matters
- Interpret and negotiate government solicitations and contracts
- Monitor subcontractors' performance and contract compliance to include invoicing and payments
- Support business development by drafting, reviewing, and negotiating teaming agreements and nondisclosure agreements
- Assist in reviewing solicitations and proposals for new business to assess performance risks, acceptable terms and conditions, and compliance with company policy
- Provide guidance to company management on contract issues and their resolution
- Contribute to all internal and external audits for the company's contracts and subcontracts
- Provide guidance to other AmpUp staff regarding contract management, as needed

Other Responsibilities

- Provide input to meet reporting requirements
- Perform all other duties as assigned

Requirements

The ideal candidate should possess:

- Bachelor's degree in finance, business, or a related discipline
- 5 - 8 years' experience in government contracting administering multiple types of contracts
- 3+ years as contracts' lead overseeing a government contract

- Understanding of USAID policies and procedures including FAR, GSA Schedules and other contracting regulations
- Keen attention to detail and fastidious organizational skills; ability to manage schedules for multiple programs; ability to draft and manage multiple contractual activities with a short turn-around time
- Strong understanding of contract element risks and the potential legal and financial consequences associated therewith
- Adept at research, risk analysis, and cost-benefit assessments
- Ability to work independently as well as part of a team; ability to create trusting relationships with subcontractors
- Excellent written, verbal, and cross-cultural communication skills
- Proficiency with Microsoft Office suite: Word, Excel, PowerPoint, Outlook
- Must reside in the DMV area

How to Apply

Candidates who meet the position requirements and are available to begin work as soon as possible should email the following to Marjorie Jean-Pierre at mjean-pierre@usea.org no later than 30 September 2021:

1. Cover letter
2. Resume
3. Three professional references

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