



POSITION TITLE : Operations and Subawards Specialist
PROGRAM : Bridge to Middle School
LOCATION : Rabat

Introduction:

Family Health International (FHI 360) is a nonprofit, nongovernmental organization (NGO) dedicated to improving lives in a sustainable way through integrated solutions. FHI 360 is active in more than 70 countries around the world and in every state and territory in the United States, working in health, education, nutrition, environment, economics and development, research and technology, creating a unique combination of capabilities to address development challenges.

As part of the strengthening of its Bridge to Middle School Program, FHI 360 Morocco is recruiting for its Rabat office.

Position: One (1) Operations and Subawards Specialist

This job description is not exhaustive and may be changed at any time.

Job Responsibilities:

Under the supervision of the Finance and Operations Director, the Operations and Subawards Specialist will assume the following responsibilities:

- Oversee, manage, and guide the day-to-day activities of the project with an emphasis on management of sub-awarding, facilities, and overall administrative program operations.
- Ensure all operations, administrative and contractual activities and expenditures are consistent with project's work plan and budget.
- Oversee and guide the procurements processes including the consultants' hiring and work orders, fixed price agreements, and necessary modifications, preliminary review for accuracy and compliance with client's and FHI360 requirements.
- Oversee the sub-awards management and necessary related modifications in collaboration with the HQ, the technical monitors, and the field finance team.
- Assist the project with the coordination of the project senior management team, Country or Regional Office, and FHI360-HQ, in the installation and management of offices or as a supplement of staff, equipment, and infrastructure to an existing office.
- Oversee the project's fleet management in collaboration with the Logistics and Procurement Manager.
- Manage and maintain the project inventory.
- Work with technical team to formalize Statements of Work (SOW) into contracts (e.g., consultant work orders, sub-awards, purchase orders, etc.).
- Monitor and enforce compliance to organization and/or donor's policies and regulations for



procurement, completion of administrative contractual deliverables, and other areas as needed.

- Ensure that all deliverables for all contractual arrangements are tracked, monitored, and delivered; includes developing and managing an appropriate tracking mechanism.
- Coordinate and monitor program activities logistics with respective project team.

- Oversee administrative activities related to human resources, logistics and other administrative activities.
- Serve as a specialist responsible for gathering facts, analyzing findings, reaching logical conclusions, recommending solutions, and coordinating projects.
- Manages the project's filing system for all contracts and agreements, and other documentation, materials, and deliverables.
- Maintains frequent contacts with management and staff and external clients to plan and/or coordinate activities and to serve as a resource regarding administrative policies and procedures.
- Performs other duties assigned.

Education and qualifications required:

- Degree in Business Management, finance or other relevant field, or equivalent combination of education and work experience.
- Minimum of eight years' experience in financial management.
- Experience with management software is highly desirable.
- Minimum of five years of supervisory experience
- Attention to detail and general math.
- Fluency in French and Arabic and a good knowledge of written and spoken English required.

To Apply

File to be Provided: Application files must include:

- A cover letter stating the job title.
- An updated detailed CV.
- Certified copies of diplomas and work certificates.
- Contacts of two professional references (preferably direct Supervisors).

Please submit your application, along with the above file, to the following email address: Morocco.ISED@fhi360.org and put in the subject line of your email of: **“Operations and Subawards Specialist”**.



NB: Only shortlisted candidates will be called for interviews. Applications will not be returned.

The Bridge to Middle School Program is strongly committed to hiring qualified women, young people and people with disabilities and would like to receive their CVs as well as those of other qualified people.

FHI 360 is an equal opportunity employer and does not discriminate on the basis of sex, race, ethnicity, religion, national origin, sexual orientation, disability, age or on any other basis unrelated to a person's skills and experience.