

**USAID Vietnam Action Against Plastic Activity**  
**Subawards and Procurement Manager**  
**JOB DESCRIPTION**

**Background**

Chemonics International seeks applications for a long-term, full time Subawards Manager for the USAID-funded Vietnam Action Against Plastic Pollution Activity. The Vietnam Action Against Plastic Pollution Activity aims to reduce ocean plastic pollution at its source in Vietnam through strategic approaches such as convening stakeholders' power, promoting the creation and implementation of data-driven policies, enhancing knowledge and sharing learning, promoting appropriately scaled technology and solutions, and providing technical expertise and building capacity of local governments to manage waste at its source and prevent plastic pollution in our oceans. We are looking for individuals who have a passion for making a difference in the lives of people around the world. The position will be based in Hanoi.

The Subawards and Procurement Manager will lead the Vietnam Action Against Plastic Pollution subaward and grants fund strategy, provide tools, templates, and process guidance for all steps throughout the award lifecycle, including design, solicitation, due diligence, negotiation, award, monitoring, and closeout. Provides guidance to potential partners on application process and works hand-in-hand with technical team to identify subawards. In addition, the Subawards and Procurement Manager will oversee the procurement of goods and services. Under the supervision of the Operations and Finance Director the Subawards and Procurement Manager will:

**Principal Duties and Responsibilities**

**Subawards management:**

- Ensure full compliance with all applicable USAID and Chemonics policies, practices, and procedures (ADS, CFR, Vietnam Action Against Plastic Pollution Grants Manual) in place, including grant solicitation and selection procedures, grant awards, grant implementation, grant monitoring and evaluation and grant closeouts.
- Advises and guides the technical team on the development for the various notice of funding opportunities (requests for applications, annual program statements...)
- Assists in evaluating grant concepts, applications, and grant agreement/award documents to ensure adherence to established grants management policies and best practices.
- When necessary and appropriate, in coordination with VAAPP finance and technical staff, performs pre-award risk assessments to determine applicant management and technical capacities to administer grant awards.
- Provides capacity building during implementation phase to improve findings if any. Documents the improvements and shortfalls for lesson learnt.
- Drafts, negotiates, and oversees initiation of grant agreements and modifications. In close consultation with the long-term technical team and provides inputs to the scopes of work and ensure that milestones, where applicable, comply with terms and conditions of the awards. Ensures proper negotiations of the terms and conditions for VAAPP grants including cost share and review and analyze budget estimates for allocability, reasonableness, and consistency. Review draft budgets before they are

approved.

- Conducts the kickoff meetings on technical, financial and sub-award management with sub-awardees prior to actual implementation.
- In coordination with technical and support staff, analyzes, assesses, and assists with budgetary and financial aspects of grant applications, recipient financial management capacities, and planning for implementation and funds disbursement needs for grants implementation throughout the life of the program.
- Ensures effective liaison between VAAPP staff and sub-awardees, provide sub-awardees with technical advice and assistance related to grants administration, including financial documentation and management, procurement requirements and implementation planning.
- Assists VAAPP management team with identifying new ways of achieving program efficiencies in budgetary and financial aspects of grants management.

#### **Procurement management:**

- Conducts procurement processes including preparing and reviewing RFPs and RFQs, conducting bid analysis and evaluations, preparing final evaluation summary and other supporting documentation, preparing vendor contracts, and reviewing contracts' deliverables.
- Ensures acceptable cost, quality, and timelines are established with vendors.
- Identifies, evaluates, and selects vendors in collaboration with Evaluation team members. Maintains a vendor database and tracks vendor usage, quality, and responsiveness.
- Coordinates closely with Communication and Administration teams on event management, workshop logistics and post-event clearance documentations.
- Provides input related to project procurement for expense tracking purpose.

#### **General requirements:**

- Ensures that all Grant and Procurement files are maintained in a current, complete manner, in conformance with the Chemonics filing system, and that they are audit-ready at all times.
- As appropriate, develops and provides additional training for sub-awardees as needed, such as budget development, USAID rules and regulations, and program coordination. Provides policy guidance and interpretation for both VAAPP sub-awardees and staff involved in grant making, grants management and procurement.
- Supervises subaward and procurement assistant (s)
- Performs other duties as necessary or assigned.
- Travel as necessary and applicable.

#### **Qualifications**

The Subawards and Procurement Manager shall have the following qualifications:

- Degree in business administration, accounting, management, or related field, advanced degree preferred.
- Minimum 8 years' experience managing or administering grants including for USAID programs.
- Previous work on USAID or other donor funded projects required, previous experience with USAID cooperative agreements preferred.

- Demonstrated ability to work productively within a team;
- Possess excellent organizational and multi-tasking skills;
- Excellent interpersonal and communications skills, with demonstrated diplomacy and the ability to communicate effectively in a cross-cultural environment;
- Computer skills including strong knowledge of Microsoft Excel, Word and Office applications;
- Excellent communications skills
- Fluent in English.

### **Application Instructions**

Please send your CV/resume to [VAAPPRecruit@chemonics.com](mailto:VAAPPRecruit@chemonics.com) by April 16, 2023. Early applications are encouraged. Please include the title of the job in the email subject line. No telephone inquiries please. Shortlisted candidates will be contacted. We review applications on a rolling-basis. The protection of your personal data is important to Chemonics.

Chemonics is an equal opportunity/Affirmative Action employer and does not discriminate in its selection and employment practices. All qualified applicants will be considered for employment without regard to race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, protected veteran status, genetic information, age, or other legally protected characteristics. Military veterans, AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.