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<b>Position Title:</b>	Senior Contracts Manager
<b>Salary:</b>	Competitive salary commensurate with the preferred candidate's experience will be negotiated.
<b>Position Location:</b>	Makati City, Metro Manila, Philippines
<b>Position Type:</b>	Project-based contract up to June 2022, with possible extension
<b>Estimated Start Date:</b>	1 August 2019
<b>Application Closing Date:</b>	31 May 2019

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### Overview

Thank you for your interest in the position.

This document includes information on the following:

- Summary of the Investing in Women;
- Introduction to Abt Associates;
- Application process;
- Terms of Reference; and
- Key Selection Criteria.

Please read this document carefully as applications that vary from the specified requirements may not be accepted.

### Investing in Women

Investing in Women is an initiative of the Australian Government that catalyses inclusive economic growth by contributing towards women's economic empowerment in South East Asia.

Established in 2016, Investing in Women uses innovative approaches to improve women's economic participation as employees and as entrepreneurs and to influence the enabling environment to promote women's economic empowerment in the Philippines, Indonesia, Vietnam, and Myanmar. Investing in Women focuses on the following pathways:

- Workplace Gender Equality - We partner with influential businesses and coalitions to drive gender equality by shifting workplace culture and practices and support business to address policy barriers to advancing WGE.

- Impact Investment for Women's SMEs – We establish blended finance instruments with leading impact investors to move capital with a gender lens for women-owned and women-led Small and Medium Enterprises (SMEs) and we develop partnerships with industry networks and strategic intermediaries to normalise gender lens investing principles across the growing impact investing field.
- Influencing Gender Norms – We work with advocacy partners to shift harmful attitudes and practices that entrench discrimination against women in the world of work.

Further information can be found in the website: [www.investinginwomen.asia](http://www.investinginwomen.asia)

### **Abt Associates – Who We Are**

Investing in Women is implemented by Abt Associates - a mission-driven, global leader in research, evaluation and implementing programs in the fields of health, social and environmental policy, and international development. Known for its rigorous approach to solving complex challenges, Abt Associates is regularly ranked as one of the top 20 global research firms and was named one of the 40 international development innovators. The company has offices in the U.S., Australia and the U.K., and program offices in more than 50 countries. Abt Associates head corporate office is in Brisbane Australia with a program office in Canberra, Australia. Abt's representative country office and Investing in Women Operations Hub is based in Makati City, Philippines.

Abt Associates has a strong commitment to gender equity, diversity, and inclusion and encourages applications from experienced and capable women, people with a disability, and people from highly diverse backgrounds. Abt Associates has a personal commitment to its staff and as such we value the long-term relationships that we build with the people who work with us.

Abt Associates is a child safe organisation and promotes the safety, wellbeing and inclusion of all children.

For more information about our company and what we do visit our website at [www.abtassociates.com](http://www.abtassociates.com)

### **Our Values**

#### **Mission-Driven.**

We are united by our mission to improve the lives of people worldwide.

#### **Global.**

We are a global community, bringing diverse knowledge, expertise, and perspectives to the many challenges faced by today's world.

#### **Committed to Excellence.**

We strive to meet and exceed the highest professional standards.

### **Collaborative.**

We know that working collaboratively produces excellence.

### **Accountable.**

We take responsibility for what we do and how we do it.

### **Balanced.**

We sustain the energy and commitment we bring to our roles by promoting a healthy balance between our personal and professional lives.

## **Preparing Your Application**

Please read the following information carefully as incomplete applications may not be accepted.

To submit an application:

1. Prepare an application cover sheet or letter referencing the position you are applying for and your contact details;
2. Attach a copy of your resume or CV to the coversheet;
3. Prepare a statement addressing the key selection criteria (maximum three (3) pages).

*This document should clearly describe how your skills, experience and qualifications will enable you to meet the requirements of the position; and*

4. Provide details of at least three (3) professional referees (preferably your current supervisor and two (2) previous supervisors).

You will need to submit a separate application (including Application Cover Sheet and responses to the Key Selection Criteria) for each position that you apply for.

## **Lodging Your Application**

1. Visit the Abt Associates website ([www.abtassociates.com.au](http://www.abtassociates.com.au)) and navigate to the 'Careers' section
2. Locate the position you are applying for and select 'Job Details', and
3. Click on the 'Apply Online' button and follow the prompts.

Should you experience any difficulties with the submission process, or have any questions about this role, please contact:

**Contact Name:** Fleur Jackson, Talent Acquisition Administrator

**Email:** [fleur.jackson@abtassoc.com.au](mailto:fleur.jackson@abtassoc.com.au)

**Other Points to Consider**

If you are successful in being short-listed or are selected for this position you may be required to meet fit for work requirements, successfully complete a police check, pass global sanctions and social media checks, validate your relevant professional qualifications and registrations, and pass any other tests or checks deemed necessary.

Only shortlisted applicants will be contacted.

**Terms of Reference**

<b>Position Title:</b>	Senior Contracts Manager
<b>Reporting To:</b>	Operations Director and Deputy CEO
<b>Values of Abt Associates:</b>	<p>The incumbent must demonstrate a high level of commitment to following values of Abt Associates:</p> <p><b>Mission-Driven</b> We are united by our mission to improve the lives of people worldwide.</p> <p><b>Global</b> We are a global community, bringing diverse knowledge, expertise, and perspectives to the many challenges faced by today’s world.</p> <p><b>Committed to Excellence</b> We strive to meet and exceed the highest professional standards.</p> <p><b>Collaborative</b> We know that working collaboratively produces excellence.</p> <p><b>Accountable</b> We take responsibility for what we do and how we do it.</p> <p><b>Balanced</b> We sustain the energy and commitment we bring to our roles by promoting a healthy balance between our personal and professional lives.</p>
<b>Activity Overview:</b>	The Contracts Team is part of the Operations Unit of IW and supports the IW Program Teams to implement activities in-line with Abt & DFAT priorities. The Contracts Team provides technical procurement and contracting support in-line with Abt and DFAT policies as well as ensure compliance with the Commonwealth Procurement Rules, the Commonwealth Grant Rules & Guidelines and Abt procurement policies.
<b>Duty Statement:</b>	Reporting to the Investing in Women Operations Director, under the direction of Abt’s Head of Legal and Risk, and functioning as a key business partner to the Program’s Technical Leads, this role is responsible for managing the end-to-end contract management activities undertaken in the program. This responsibility includes

	<p>the procurement of consulting and other services types, grant management, and entering into licensing agreements and different types of business partnerships across multiple countries and jurisdictions. This role is responsible for ensuring that all Investing in Women contracting activities adhere to applicable Abt and IW policies and standards and that contractual and legal risk is managed proficiently.</p>
<p><b>Specific Duties:</b></p>	<ul style="list-style-type: none"> <li>• Direct and provide contract administrative support and guidance to Investing in Women program areas for procurement, grant management and other contracting activities throughout the entire contract management life-cycle, including contract closure.</li> <li>• As required, conduct approaches to market for procurement and or granting activities in accordance with Investing in Women and Abt processes and manuals.</li> <li>• As relevant, perform efficient organisational and due diligence assessments of grant partners, subcontractors and suppliers to ensure they have capability, systems and procedures in place to effectively and efficiently deliver on their contract.</li> <li>• In-line with Abt procedures and templates negotiate, draft, issue consultant, service order, sub-contract and grant contracts in a time sensitive and risk controlling manner.</li> <li>• Where necessary, manage external lawyers, interpret their advice to enable informed decision-making within the program.</li> <li>• Ensure all procurement and contract management represents DFAT’s value for money principles.</li> <li>• Provide timely contract and grant management and compliance support to technical leads, including monitoring of contracts, endorsement of payments, managing variations and providing advice for the proactive and good faith settlement of disputes.</li> <li>• In collaboration with Technical Leads, facilitate and support the implementation of appropriate contractor / partner performance assessment processes.</li> <li>• Oversee a schedule of policy compliance and financial audits of grant recipients and partners in-line with contract, policy and manual requirements. With more complex grants the monitoring of grantees’ expenditure will be supported by the Investing in Women finance team.</li> <li>• Continuously implement improvements to Investing in Women’s contracts, grants and procurement procedures and documentation.</li> <li>• As an extension of Abt’s Contracts &amp; Procurement function, provide practical contracts and procurement related advice and</li> </ul>

	<p>guidance to Investing in Women program areas and conduct training.</p> <ul style="list-style-type: none"> <li>• Ensure all procurement, contracting and grant management files are maintained as per Abt and IW requirements.</li> <li>• Actively participate and contribute as part of the Investing in Women operations team to ensure all Head Contract requirements are met with regards to financial, operations and project reporting. Maintain a register of all contract deliverables.</li> <li>• Proactively identify and manage procurement, contract and grant related risks, including raising high level risks with the Technical Leads, Operations Director, Abt Head Legal and Risk and IW CEO as appropriate.</li> <li>• Provide support to the Program on compliance and risk management matters as needed.</li> <li>• Other tasks as requested by management.</li> </ul>
<b>Core Competencies:</b>	<ul style="list-style-type: none"> <li>• Delivers results</li> <li>• Builds internal and external customer satisfaction and loyalty</li> <li>• Develops people</li> <li>• Communicates</li> <li>• Sets vision and direction</li> <li>• Demonstrates sound financial and business-related practices</li> <li>• Builds teams and cooperation</li> <li>• Promotes technical excellence and quality</li> <li>• Promotes diversity</li> <li>• Acts as a role model.</li> </ul>
<b>Key Deliverables:</b>	<ul style="list-style-type: none"> <li>• Key deliverables to be agreed upon in a work plan during the initial month of engagement.</li> </ul>

**Key Selection Criteria**

For your application to be considered by the panel, interested applicants must submit a response to each of the following Key Selection Criteria:

**KSC 1.**At least five years’ working experience in international contracts management, including approaches to market, negotiating, drafting, establishing and managing subcontracts for services and grant agreements.

**KSC 2.**At least five years’ experience working within the Australian Commonwealth Procurement Rules or similar and DFAT or similar donor policies.

**KSC 3.**Demonstrated ability to provide concise strategic and practical legal advice to Senior Executives

**KSC 4.**Tertiary qualifications in a relevant field.

**KSC 5.**High-level interpersonal, communication and management skills.

**KSC 6.** Commitment to internal and external customer service focused service delivery.

**KSC 7.** Ability to work under pressure in a fast-paced environment, juggle priorities and meet deadlines in a systematic and thorough manner.

**KSC 8.** Fluency in English (verbal and written) is a must for this role.

***Highly desirable:***

**KSC 9.** Tertiary qualifications in law.

**KSC 10.** Experience in a similar role in Australia, Indonesia, Myanmar, or the Philippines

**KSC 11.** Familiarity with corporate systems such as NetSuite.

***If no response to the above Key Selection Criteria is made, applications will not be considered further.***