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# Example of Contracts Senior Manager Job Description

Our company is searching for experienced candidates for the position of contracts senior manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for contracts senior manager

* Identifies and mitigates risks connected with non-standard conditions and supplier changes in proposed contractual documents
* Advise and guide senior leaders, vendor managers and relationship managers with respect to reviewing and negotiating new and existing contracts, renewing, extending or terminating them, and ensuring that contract policies are followed
* Identify profitable commercial opportunities to grow revenue
* Manage team of contracts personnel (currently four)
* Provide overall management, guidance and coordination of contract and grant activities, including oversight management and control of grant staff contract negotiation, reporting and monitoring of implementing agencies
* Take lead in the interpretation of funding regulation to ensure that all FHI 360 Mozambique policies and procedures and Federal Government and other Funder procurement and contracting requirements are met for sub-agreement and subcontracting activities
* Assess C&G and procurement priorities, needs and capabilities and develop an annual work plan
* Lead ongoing monitoring, support and liaison with regional office to ensure the organization’s systems and staff can respond to new donors’ regulations
* Take lead in pursuing strategies to improve award management in FHI 360 Mozambique through knowledge management and replicating best practices and tools
* Contribute to the continuous efforts to improve the organization management information system from a C&G and procurement perspective, to ensure that it remains relevant and responsive to internal and external needs

## Qualifications for contracts senior manager

* A working knowledge of the contractual procedures of various international funding organisations including the European Commission and the Department for International Development
* Experience developing contract documents, to include Request for Proposals, Statements of Work, Contract Data Requirements Lists (CDRL), Contract Line Item Numbers (CLIN), DD-254’s, Acquisition Plans, Source Selection Plans, Justifications & Approvals, Procurement Requests, Modification Requests, and Technical Direction Letters/Technical Instructions
* Ability to supervise and coordinate efforts of personnel from different areas both internally and externally
* Excellent written and oral communication, analytical, inter-personal and leadership skills
* More than 3 years of experience with acquisition policies, , USG FAR/DFARS regulations
* Strong knowledge of FAR, DFARS, ITAR