

Job Description

Title: Contract Manager, Pakistan Tax Stamp Cost Ctr: 431-1

Work Location: Islamabad, Pakistan Position Status: Full-time Part-time

Division & Department: Pakistan PMO

Position Reports to: General Manager, Pakistan Tax Stamp

COMPANY VALUES

All Authentix employees are expected to embrace our Company values in the performance of their respective tasks and duties.

Always with *integrity*.....Authentixians value:

- Teaming and collaboration
- Advancing science and technology - for a better world
- Dedicating ourselves to our clients' success
- Competing and winning in the marketplace

JOB SUMMARY

The Contract Manager, Pakistan Tax Stamp, will ensure that Authentix, our consortium partners, development partners, industry stakeholders and FBR are complying with the various agreements and contracts that have been established. The Contract Manager will be expected to develop a deep understanding of the agreements that are in place and the obligations of the involved parties. This individual will work closely with our partners, manufacturers and importers, and government officials to confirm that all parties are complying with their obligations and to quickly communicate to the General Manager when incidents of noncompliance are identified. The position will require spending a portion of time outside of the office meeting with our partners, manufacturers and importers. The Contract Manager will be responsible for creating and storing detailed meeting minutes for all conversations and meetings which are related to the execution of contractual commitments. In addition, the Contract Manager will review and edit meeting minutes provided to us by other parties to confirm that the content is accurate. Lastly, the Contract Manager will be responsible for drafting, obtaining approval and issuing all formal communications that are related to contractual commitments. Success in this position will require the ability to develop a clear overview of the contractual relationships between the various program stakeholders and developing collaborative and strong relationships with these groups.

SUMMARY OF ESSENTIAL JOB FUNCTIONS

Examples of the essential functions that must be performed to satisfactorily fulfill the purpose of this job are listed below. Additional functions and duties may be assumed or assigned from time-to-time.

- Strong understanding of the contracts which are in place or need to be modified or put into place
- Clear understanding of the contractually required communications

Job Description

- Able to propose reporting formats and the frequency of issuing these reports in support of contractual commitments
- Identify necessary contractual amendments or new or modified statements of work
- Assess the financial impact of these modifications
- Build and maintain excellent client business relationships through regular communications with program partners, manufacturers, importers and FBR officials
- It is anticipated that approximately 20% of the time will be spent out of the office meeting with program partners, manufacturers, importers and FBR officials
- Ensure compliance with corporate principles, values and policies.
- Interface with the Project Management Office and other internal departments as required to facilitate effective communications.
- Assure delivery on reporting requirements
- Identification of program improvement initiatives
- Maintain a high standard of confidentiality
- Comply with clients' and third-party safety procedures

KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required to satisfactorily perform the essential functions of this job.

- BA in administration or business or BS in engineering
- > 5 years' experience as a contract manager reporting to senior management officials
- Experience communicating and reporting to senior government officials, NGOs or other international groups which share a vested interest in the track and trace program
- Proficient with MS Office
- Excellent written and verbal communication skills
- Detail-oriented and organized with strong initiative and sense of ownership with all aspects of the job
- Able to build effective client relationships
- Demonstrated decision-making skills
- Ability to prioritize a diverse and heavy workload and meet tight deadlines.

SPECIAL REQUIREMENTS

- Due to the work requirements of this position, it is not a normal Monday to Friday, 9 to 5 job:
 - There may be some occasions when work will be required in the evenings and or at weekends.
 - There may be a requirement to travel some weekends or evenings.

Job Description

- There is an estimate of up to 30% in country travelling required for this role and candidates should have no barriers or impediments to travel by air, road, rail or sea.
- Fluency in Urdu

NOTIFICATION

This Job Description is intended to describe the general nature and level of work being performed by people assigned to this job and is not considered an exhaustive list of all responsibilities, duties and required skills. This Job Description does not constitute an offer of employment. The employment relationship between the Company and its employees is "At-Will" and based on mutual consent.

<i>Human Resources use only</i>	
Job Title	TITLE
Management (Yes / No)	
Status (Exempt / Non-Exempt)	
Date Revised	
HR Approval Signature / Date	
Executive Approval Signature / Date	