

## Job Description

---

TANGO INTERNATIONAL

# Junior Specialist of Award Support

23 NOVEMBER 2021

## **POSITION TITLE: JUNIOR SPECIALIST OF AWARD SUPPORT**

### **Job Description:**

TANGO is seeking a Junior Specialist to provide support to TANGO's overall award portfolio. This position will report to the Accounts & Contracts Manager and TANGO's partners while supporting the TANGO technical team with logistics, budget management, client reporting and miscellaneous support.

The Junior Specialist will be a TANGO staff member based in Tucson, AZ. The Junior Specialist will be responsible for award support related to budget tracking and reporting, subcontracting, logistics, and ad hoc requirements, in close coordination with the Accounts & Contracts Manager. The Junior Specialist will provide both award specific support as well as overall TANGO portfolio support, among other tasks as directed by the Accounts & Contracts Manager.

### **Responsibilities:**

- Award support from proposal to close-out;
- Complete budget tracking and project financials status as scheduled and as needed based on award and internal requirements;
- Coordinate with and support award team with subcontracting;
- Manage payables & receivables of awards and subcontracts;
- Support award proposals as needed;
- TANGO portfolio miscellaneous reporting;
- Travel not required;
- Other duties as assigned.

### **Accountability:**

This position reports directly to the Accounts & Contracts Manager and the President and Vice Presidents of TANGO International. The Specialist will work with client staff and with the staff of TANGO International.

### **Our Candidate:**

The model candidate is analytical, proactive, a self-starter, and works independently. The candidate should work well with colleagues and partners (internal and external) and demonstrate a strong sense of collegiality. The candidate should have the maturity to seek advice when needed, the confidence to make decisions when needed – and experience to know the appropriate time for each. TANGO looks for persons who communicate in a clear and concise manner and adapts their communication for audiences in formal and informal settings. The candidate should have experience with and working knowledge of basic financial and cost accounting concepts. Common sense and critical thinking are skills TANGO looks for in all its candidates. TANGO is a small organization, and no task is too small for any TANGO staff member, from junior staff through to TANGO partners. All TANGO team members have a 'make it work' mentality, to accomplish goals and ensure high quality technical assistance and research for our clients.

### **Qualifications:**

- Bachelor's level degree, in business or public administration or other relevant field
- 1-2 years' experience in budget management and program support, preferred
- Understanding of accounting principles, preferred
- Experience using QuickBooks, preferred
- Experience with government contracts is a plus

- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external stakeholders
- Excellent computer proficiency (specifically MS Office and sharing platforms such as Dropbox, Google Suite)
- French speaker is a plus
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude, and a sense of humor
- A team member who also can work independently and carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices and quality

**Salary Range and Benefits:** Full-time; health insurance and competitive benefits package; salary range: \$50,000-55,000;

**Application Instructions:**

Email CV and a cover letter to [ldeeren@tangointernational.com](mailto:ldeeren@tangointernational.com)

**About TANGO International:**

TANGO (Technical Assistance to Non-Governmental Organizations) International provides short- and long-term institutional and technical support to organizations engaged in efforts to alleviate hunger and poverty among vulnerable populations throughout the world. Established in 2000, our clients include United Nations agencies, bilateral organizations, research institutions, national governments and non-governmental organizations (NGOs) in Asia, Africa, the Middle East, Latin America, and the Caribbean. TANGO works in both urban and rural settings in a range of humanitarian and development contexts including protracted crisis, post-disaster, post-conflict, and refugee and internally displaced persons (IDP) settings. Since its inception, TANGO has successfully implemented over 1,400 assignments with over 75 partners in 60 countries.