

PROGRAM ASSOCIATE

Position Description

ORGANIZATIONAL OVERVIEW

The Georgetown University Institute for Reproductive Health (IRH) is dedicated to improving the sexual and reproductive health of women, men, and youth through a research-to-practice agenda. Our emphasis is on increasing access to and use of family planning, increasing fertility awareness through life-stage appropriate interventions, expanding access to fertility awareness-based family planning methods in an informed choice context, and developing scalable interventions to transform gender norms and catalyze the diffusion of social norms that support family planning. Cross-cutting themes in the Institute's work include the diffusion of social norms that support sexual and reproductive health, scale up of innovations, and incorporating gender perspectives in reproductive health. In partnership with a wide range of international and local organizations, IRH conducts research, builds capacity, and provides technical assistance to public and private-sector organizations in lower and middle-income countries and the U.S. The Institute is supported by grants from federal agencies and foundations.

POSITION SUMMARY

The Program Associate will provide critical administrative support to the Institute's Director and technical teams, including preparation, editing, and finalization of documents, budgets, and work plans; processing requests for consultant and other procurement contracts to ensure timely delivery and payment of invoices; and management of staff travel to/from Washington, DC. S/he will also provide support (documents and translations) to several technical teams at headquarters including literature reviews, editing and formatting study instruments, and developing PowerPoint presentations. S/he will conduct initial review of financial reports and follow up with field officers as an additional responsibility. The Program Associate will work with teams involved in program development and oversight and, if interested, will have opportunities to contribute programmatically to such activities. The Program Associate will also support the Communications team by upholding IRH's brand identity and supporting IRH's communications strategy, including the development and dissemination of high quality web and print content for the organization's donor-funded projects.

ESSENTIAL FUNCTIONS

- Support the Institute's Director with scheduling, travel arrangements, meetings, reports, conferences and other presentations.
- Assist several technical teams at headquarters to develop, edit, and finalize guiding program documents, concept notes, proposals, and presentations. Conduct literature reviews, organize references and citations, manage submission of research protocols to ethical review committees, and edit/format study instruments. Support IRH-wide communications strategy by providing supporting the communications team as needed.
- Assist solution teams and solution managers to complete administrative aspects of service delivery programs and research initiatives including sub-agreements, consultant agreements, and technical/financial reports. Support the development of guiding documents (annual budgets and work plans, multi-year scale-up plans, event timelines, advocacy and other materials), and monitor plan implementation and related expenses.
- Coordinate travel for IRH Washington, field staff, and partners. Manage events such as partner meetings and technical consultations. Respond to ad hoc requests to participate in different ventures. Activities may include working with staff to edit research protocols and instruments, working with program staff to create PowerPoint presentations, overseeing budgeting and contract management, and preparing reports to donors. Represent IRH at informational meetings, working groups, and conferences as needed.
- Liaise with field offices on administrative issues (e.g. timesheets, leave requests, etc.).
- Coordinate development of budgets. Monitor spending, financial advances, and reports along with Solution Managers. Review project and sub-agreement invoices.
- Review field offices' cost sharing reports and track across projects by donor.
- Provide procurement oversight and support for field offices, including office equipment and project commodities, negotiations with local vendors, etc.
- Support recruitment and hiring of local personnel including field staff, consultants, and interns.
- Oversee timely administration of contracts with field staff, consultants, and partners.

- Work with the Finance and Operations team to resolve issues regarding financial payments including salary payments and payments between field staff, partners, and headquarter project teams.
- Support technical elements of programs through developing, editing, and finalizing guiding program documents. These include, but are not limited to, study tools, IRB applications, presentations, formative reports, and analysis.

Other functions

- Maintain information about technical aspects of projects to facilitate understanding of objectives and needs. This includes, but is not limited to, electronic and physical files, online information, and calendars.
- Facilitate translations of program and administrative documents.
- Support new business development within a team structure.
- Other duties as assigned.

Expected outcomes

- Efficient operations of project activities and processes, according to projects' goals and work plans
- Effective communication on matters related to program operations between project teams, field offices, and partners
- Activities carried out as planned and expenditures incurred according to budget
- Timely submission of financial documents, including financial reports, invoices, advance requests, and budgets
- Timely submission of administrative documents, including timesheets and leave requests

QUALIFICATIONS

- Bachelor's degree in international development, public health, public administration, or related field
- At least 2 years of professional experience in health or international development
- At least 2 years of budget and program management experience and at least 1 year of international program experience
- Demonstrated ability to work effectively in international settings and to facilitate program management

SKILLS

- Knowledge of donor rules and regulations; particular emphasis on USAID and other USG agencies is a plus
- Ability to manage and coordinate diverse tasks and facilitate relationships between multiple parties
- Demonstrated ability to respond to changing situations in a flexible manner in order to meet current needs, such as reprioritizing work as necessary
- Sensitivity to cultural differences and understanding of the political and ethical issues in assigned areas
- Excellent verbal, written, presentation, and interpersonal skills
- Ability to write and communicate clearly and persuasively
- Ability to work well on a team and independently
- Self-starter with excellent organizational skills, attention to detail, and ability to multi-task
- Familiarity with how USAID and the international donor community operate in supporting reproductive health/family planning programs
- High level of proficiency (FSI level 4) in spoken and written French is a plus
- Skilled in Microsoft Office applications required: experience creating works plans and budgets with Excel and excellent PowerPoint skills

Travel

- Up to 5% travel may be required

Please send resume and cover letter to ihresumes@gmail.com and reference "Program Associate." Submit resumes by July 1, 2017. Please specify where you found the job advertisement. No phone calls please.

Georgetown University is an Equal Opportunity, Affirmative Action employer fully dedicated to achieving a diverse faculty and staff. All qualified candidates are encouraged to apply and will receive consideration for employment without regard to race, sex, sexual orientation, age, religion, national origin, marital status, veteran status, disability or other categories protected by law.