

**PROGRAM OFFICER I**  
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 adolescent sexual and reproductive health, incorporating gender perspectives in reproductive health and scale-up of innovations. 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 Officer-I (PO-I) will support effective implementation of IRH implementation science and global leadership initiatives, with a focus on activities in West Africa. S/he is responsible for leadership and management of assigned projects, including tasks related to partner coordination, work planning, reporting, financial management and monitoring, communications, knowledge management, implementation, and research. S/he will have strong project management skills, experience in project monitoring and evaluation and/or research as well as a background in international development, specifically in adolescent sexual and reproductive health. International and domestic travel may be necessary.

**PERIOD OF PERFORMANCE**

Full time, Permanent

**ESSENTIAL DUTIES OF POSITION**

**Essential Functions:**

- **Oversee project coordination and partner collaboration** to ensure timely project implementation
- **Coordinate and support work planning, budgeting, and reporting;** monitor timely completion of deliverables for partners and donors
- **Develop and implement systems to ensure compliance** with all aspects of Institute and donor administrative, contract, financial, and research procedures and regulations related to their assigned areas of responsibility
- Manage **administrative and finance processes for country presence**, as assigned
- **Assist in the preparation and monitoring of contractual agreements** with organizations and consultants; monitor, review and approve invoices
- **Facilitate efficient project, donor, partner, consultant and donor communication;** establish and implement systems for partner, consultant and field communication
- **Contribute technically to and provide support (and leadership in selected instances) to research, interventions and thematic task teams or working groups;** design/review research and intervention materials, conduct desk and literature reviews, and produce briefing and synthesis documents/reports for meetings or technical consultations; oversee work planning/budgeting and coordinate meetings and events
- **Participate in communication of IRH vision, activities and research results,** including development/review of external-facing presentations, website content, blogs, briefs and reports and by representing IRH electronically and in person in meetings, seminars, and other venues
- Participate and coordinate project **monitoring and evaluation** tasks, as needed

**Other Functions:**

- Supervise program assistant (IRH staff), interns, consultants, and others to ensure quality and timeliness of work
- **Organize study meetings and events** (e.g. study teams, regular donor meetings, technical expert group meetings)
- Support **new business development** initiatives, as needed
- **Represent IRH at meetings and events**

**Expected Outcomes:**

- Activities implemented as planned and expenditures incurred according to budget; timely adjustment of work plans and budgets, as needed
- Effective communication among IRH staff, donors, partners, consultants, and field and headquarter offices
- Timely review and submission of financial documents, including financial reports, invoices, and budgets
- High quality briefing papers, reports, and synthesis documents

**POSITION QUALIFICATIONS****Education:**

- Master's degree in international development, social sciences, public health, or related field.

**Experience:**

- 3-5 years of experience backstopping or managing international public health programs, preferably USAID-supported projects
- Program management and/or program coordination experience is required
- Demonstrated ability to work effectively in international settings with multi-cultural teams and with technical and administrative staff and consultants; high ethical standards to facilitate program implementation
- Proven expertise facilitating collaborative work with diverse partners engaged in complex projects, and demonstrated ability to communicate effectively with these partners and colleagues and build strong professional relationships and networks

**Skills:**

- Excellent written and verbal communication skills in English and French; including the ability to convey complex concepts in a clear and concise way and to help stakeholders act on the information
- Knowledge of donor rules and regulations, with particular emphasis on USAID and other government agencies
- Ability to manage and coordinate diverse tasks and facilitate relationships among 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
- Expertise preparing thorough, well-written and concise documents, summaries and reports
- Sensitivity to cultural differences and understanding of the political and ethical issues in assigned areas
- Ability to work and effectively communicate across operations, program and research teams
- Ability to multi-task and prioritize among multiple highly important tasks
- Ability to work well in a team environment
- Ability to work efficiently independently
- Organizational skills and attention to detail
- Good representational skills
- Ability to demonstrate grace under pressure with multiple and shifting priorities
- Negotiation skills
- Proficiency in use of all programs in the Microsoft Office Suite, knowledge of and experience in other computer programs desired
- A deep commitment to global health and development issues

**Travel:** Up to 15% of time

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.

**Please email resume and cover letter to [irhresumes@gmail.com](mailto:irhresumes@gmail.com) with the subject line "Program Officer - I". Please specify where you found the job advertisement. No phone calls please.**