

**PROGRAM OFFICER II**  
POSITION DESCRIPTION

**ORGANIZATIONAL OVERVIEW**

The Institute for Reproductive Health seeks a Program Officer-II (PO-II). 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-II (PO-II) will support effective implementation of an initiative to build evidence on changing social norms to support improved health outcomes. The initiative seeks to deepen understanding of theory, measurement and scale up of social norms interventions as well as a related initiative to address needs of men and boys across the lifecycle. The PO-II will have strong skills and experience in developing participatory workshops, workshop facilitation and organization, capacity building, literature review and qualitative research. The PO-II will lead, manage and coordinate projects related to research dissemination and utilization including, for example, review and synthesis of evidence, development of products to share evidence and learning with donors, researchers, program implementers and others. The PO-II will bring people together for learning, evidence building, capacity building and sharing of research, programs and learning.

The PO-II will have strong project management skills and will ensure that the activities of the assigned projects and related projects are implemented on time, within budget, and in accordance with donor requirements, working closely with the Project Leads. The PO-II will coordinate preparation of work plans, travel plans and budgets, progress reports, working with Program Assistants and liaising with IRH finance and operations team. The PO-II will lead development and implementation of management and communication systems and tools across the projects to increase efficiency and facilitate communication and knowledge sharing between projects, teams and partners. S/he is also responsible for reporting to the Donors on topics related to overall project management and coordination. The PO-II will contribute to business development efforts by monitoring the landscape for appropriate opportunities. A background in international development and knowledge of and prior experience in adolescent sexual and reproductive health, social and gender norms, gender equality, male engagement, cross-sector programming and violence prevention are an advantage. International and domestic travel may be necessary.

**PERIOD OF PERFORMANCE**

Full time, 1-year (with possibility of renewal)

**ESSENTIAL DUTIES OF POSITION**

**Essential Functions:**

- **Organize, lead and facilitate interactive in-person and virtual capacity building workshops and presentations** with donors, program staff, researchers and others to build skills and knowledge on relevant topical areas and share learnings from project and research activities.
- **Develop and provide technical input in development of qualitative research protocols**, including literature review and case studies to understand program implementation, best practices and cross-sector and cross-project learnings.
- **Implement case studies, literature review and other research activities** including documentation of learnings, conducting interviews, analysis of data and report writing.
- **Lead management and administration of assigned projects and foster strong relationships with donors**, with a focus on the work planning, budgeting and reporting. Monitor timely completion of deliverables. Communicate with USAID and/or other donors on topics related to overall project management and coordination.

- **Lead, manage and provide support research dissemination and utilization** including strategic planning, organizing and coordinating activities, development and 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.
- Manage **administrative and finance processes for overall project management and country presence**
- **Lead development and implementation of management and communication systems and tools** to increase efficiency and facilitate timely communication and knowledge sharing between projects, teams, partners and donors.

**Other Functions:**

- **Supervise program assistant (IRH staff), interns, consultants** and others to ensure quality and timeliness of work.
- **Organize project/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**

**POSITION QUALIFICATIONS**

**Education:**

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

**Experience:**

- 5-7 years of experience backstopping or managing international development programs, preferably USAID or Foundation supported projects.
- 3-5 years of experience developing and leading research utilization efforts including capacity building workshops, trainings, webinars, technical meetings, presentations at scientific conferences
- 3-5 years of experience with development, implementation and analysis of qualitative research including literature reviews, case studies, etc.
- Demonstrated ability to work effectively in international settings with multi-cultural teams and with technical and administrative staff and consultants, with 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; including the ability to convey complex concepts in a clear and concise way and to help stakeholders act on the information. Fluency in French desired but not necessary.
- Knowledge of donor rules and regulations, with particular emphasis on foundations, USAID and other USG agencies.
- Demonstrated ability to respond to changing situations in a flexible manner in order to meet current needs.
- 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 multi-task and prioritize among multiple highly important tasks.
- Ability to work efficiently independently
- Organizational skills and attention to detail.
- Good representational skills.
- A deep commitment to global health and development issues.

**Travel:** Up to 20% of time

*This position is hired by Development International LLC on behalf of Georgetown University's Institute for Reproductive Health. Development International is an Equal Opportunity, Affirmative Action employer.*

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