



POSITION DESCRIPTION

Effective Date:	06/11/2020	Job Code:	NA
Job Title:	Senior Technical Program Manager	EEO:	Professional
Level & Market Title	Grade-80	Job Family:	
Functional Title	Program Manager	Location:	HQ
Department:	Momentum Integrated Health Resilience (MIHR)	Supervises:	Yes
Reports To:	Director, Country Support	FLSA Status	Exempt

Job Summary:

The Senior Technical Program Manager (STPM) provides headquarters (HQ) programmatic backstopping and general management oversight to the assigned country and is its primary point of contact at Moving Integrated, Quality Maternal, Newborn, and Child Health and Family Planning and Reproductive Health (MOMENTUM) Integrated Health Resilience (IHR), hereafter referred to as MIHR. This individual must understand the country context, technical design, day-to-day implementation, and results of the program and be able to provide information on these at any given time. The STPM coordinates all consortium partners working on the assigned country program, manages the Country Support Team (CST), and coordinates responses to the United States Agency for International Development (USAID) questions and issues regarding the implementation of the program. S/he is in regular contact with the Chief of Party (COP), Country Support Lead (CSL) and other program and technical staff on the CST. Where necessary, the STPM is empowered to exercise judgment on behalf of the CST, in consultation with the CSL and COP.

Duties/Responsibilities:

Project Management

- Maintain regular communications with and provide continuous program and management support to the country program COP or Project Director.
- Lead the development and coordination of country strategic and annual workplans, including country scoping/planning visits, mobilizing technical, program, Monitoring, Evaluation, Research and Learning (MERL) and finance team staff and guiding their contributions.

- Monitor program implementation and completion of deliverables against approved workplans.
- Facilitate regular Country Support Team (CST) meetings and updates by Country Support Team and country team members.
- Coordinate/compile CST inputs to quarterly and annual narrative reports as well as other relevant technical reports.
- Prepare and facilitate annual country program review meeting at MIHR HQ.
- Identify key knowledge gaps and country team needs and coordinate with HQ teams, including Knowledge Management (KM) team, to address those needs.
- Collaborate with field teams to prepare routine technical and programmatic reports, including quarterly and semiannual reports, newsletters, websites and press releases.
- Ensure relevant MIHR key themes, innovations, and learning are included in workplans and applied in program implementation and that learning is documented and shared with MIHR HQ.
- Work in close collaboration and mentor Program Coordinator (PC).
- Proactively troubleshoot problems as they arise, including those related to program implementation, human resources, management, finance, grants, and partner coordination, etc.

Administration

- Work collaboratively with finance staff and Country Support Team to prepare project budgets, review and monitor spending, and submit regular pipeline and accruals reports to USAID.
- Monitor and support the recruitment process for MIHR field staff.
- Keep Country Support Lead informed of funding or partner issues that cannot be resolved and work with her/him to resolve them.

Cross-Department Collaboration

- Work collaboratively with Country Support Team technical advisors to ensure that technical assistance and short-term technical assistance (STTA) travel is coordinated and well-aligned with program needs and in compliance with established procedures.
- Support countries in knowledge sharing efforts, including adapting guidance, developing knowledge products using templates and other tools provided by the KM and communications teams, and sending knowledge products developed by country programs to the KM team for internal dissemination.

External Representation

Represent Corus International and/or MOMENTUM IHR at professional conferences and other events

Corus International prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, sexual orientation, protected veteran status, or any other characteristic protected by U.S. or International law.

REQUIRED EDUCATION AND EXPERIENCE

EDUCATION:

Masters of Public Health or Master's degree in related field (e.g., nutrition, nursing, medicine, etc.), and at least 7 years' experience managing and implementing international health programs required.

EXPERIENCE:

- Demonstrated experience and detailed knowledge of working with international donors including USAID, CDC, DFID, BMGF, OFDA.
- Experience working with professional and support staff in a multicultural, multi-linguistic environment.
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LANGUAGE: Fluency in oral/reading/writing English language is required. Working proficiency in French is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong working knowledge of USG and other international donor funding mechanisms (including grants, contracts, and cooperative agreements) required.
- Cross-cultural sensitivity required; experience living and/or working in developing countries preferred.
- Experience working with professional and support staff in a multicultural, multi-linguistic environment.
- Able to travel up to 30% of time annually, including to hardship countries. Flexibility and ability to travel on short notice desired.
- Advanced knowledge of international health best practices
- At least 2 years living in the Global South
- Demonstrated experience in research and issue analysis
- Strong interpersonal skills with the ability to be both a team leader and a team player
- Proven track record of developing and maintaining productive working relationships with host country counterparts and NGO/FBO/CBO actors
- Proficiency in Microsoft Office applications including MS Word, Excel, and PowerPoint

JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have received a copy of the job description for my position:

Position: _____

I have reviewed this job description and I understand all my job duties and responsibilities. I can perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor. I have discussed any questions I may have had about this job description before signing this form.

Employee Signature

Date

Employee Name (Please Print)