



Technical Program Manager (TPM) Latin America (LATAM) Job Description

Job Title: Technical Program Manager (TPM)
Level and Grade: Manager | 70
Job Type: Full time, exempt
Reporting Manager: Senior Regional Director, **Latin America (LATAM)**
Department: International Programs and Operations
Office: Washington, DC or Baltimore
Date: September 14, 2021

About Corus:

Corus International leads an ensemble of social impact organizations working together in the world's most fragile settings to deliver the holistic, lasting solutions needed to overcome the interconnected challenges of poverty, health care access and climate change. Corus is a new model in the international space, creating a consortium of specialized non-profit and for-profit entities for greater impact. Additional growth is expected.

Corus combines over 150 years of experience of our non-profit and for-profit subsidiary organizations – LWR, IMA, CGA Technologies, Ground Up Investing, and LWR Farmers Market. Together, the organizations take a systematic approach to grow rural economies, eliminate extreme poverty, ensure access to quality healthcare, and respond to urgent humanitarian needs in fragile settings.

Further details about the organization can be found at <https://corusinternational.org>

Job Brief:

Position Summary:

The Technical Program Manager is responsible for organizing and coordinating the technical, administrative, logistical and managerial support for Corus project implementation and program development in the **Latin America (LATAM)** region. This position will serve as a primary liaison between country offices and headquarters and is expected to communicate with key internal and external stakeholders including international finance, compliance, country program staff, sub-recipients/contractors, consultants, and donor representatives regularly. The Technical Program Manager works as a member of the program team and ensures that field needs for program management, development and technical support are met.

Key Result Areas:

The success of this role is measured by the following KRAs:

- Contribution to the design and implementation of technically robust projects in alignment with Corus' strategy and donor requirements.
- Management of a portfolio of projects valued up to \$10 million (total of each project's life of project value) funded by private donors and foundations.
- Facilitation of cross-departmental coordination required for the completion of project deliverables.

- Maintenance and validation of accurate and up-to-date project documentation in Corus databases and systems and with donors.

Roles and Responsibilities:

Project Design/Business Development:

- Advises on key partnerships and supports key project implementation strategies.
- Works with the regional team and the Business Development team to prepare concept notes and proposals.

Project Management:

- Models colleagues in best practices in project management, especially adherence to the Project Management Manual as well as complementary policies and procedures related to subawards, procurement, and finance and administration.
- Applies knowledge of donor rules and regulations to monitor for compliance for various actions during project start up, implementation, and close out (e.g. procurement, budget adjustments, modifications).
- Serves as the headquarters regional team counterpart to the country-level project leads (Country Directors, Chiefs of Party, etc.) in the implementation of projects.
- Takes active roles in startup processes including participating in the handover from the Business Development and Compliance teams, convening project startup processes with relevant stakeholders and participating in the recruitment of project staff (writing job descriptions, participating in interviews, etc.) as required.
- Monitors implementation of the country level programs, backstopping and participating in regular work planning, review of progress toward project targets and deliverables, monitoring of expenses vs. budgets, identifying issues that need to be addressed, and implementing needed adjustments.
- Liaises with the Grants and Contracts team to provide information or carry out follow up actions related to sub-recipient management (contracting, reporting, and monitoring).
- Provides inputs into annual Corus budgeting and forecasting exercises related to project spending within the fiscal year; coordinates with International Finance to support the project team in timely review, analysis, and decision making related to spending versus budgets.
- Contributes to Corus and/or programmatic reporting processes in coordination with the project teams, International Finance, and Grants and Contracts, adhering to internal and external deadlines.
- Convenes project closeout processes with relevant stakeholders in accordance with the Project Management Manual and relevant donor requirements. Plays designated role on closeout team as assigned.

Database Management and Data Integrity

- Ensures data integrity and completeness by maintaining project documentation in electronic databases, including Salesforce and SharePoint.
- Onboards/trains new staff in region in database entry and reporting functions.
- Represents users of Salesforce database in region/countries of assignment to the Salesforce Application Developer.
- Produces reports from Salesforce or other databases as required for reporting to Leadership, Board, or other audiences.
- Troubleshoots issues with database with other users in similar positions as part of Community of Practice/Working Group, and works with the Salesforce Application Developer to identify and implement new or modified data fields and reporting functions.

Coordination and Collaboration:

- Based on knowledge of **Latin America (LATAM)** region and project portfolio, provides inputs into interdepartmental efforts such as program reviews, audits, and strategic initiatives.
- Contributes to documentation of Corus' technical capacities based on project achievements in partnership with Technical Advisors in the Quality Impact and Learning team.
- Participates in relevant InterAction Working Groups and other forums with US peer agencies.
- Compiles project information required for regulatory and donor compliance reporting or internal and external audits, in coordination with relevant teams in the Finance and Administration Department.
- Contributes to the wider work of the **Latin America (LATAM)** team and International Programs and Operations Department through active participation in the achievement of the department's goals, team and departmental meetings and working groups, and the development and sharing of technical knowledge and resources.
- Assists with team's administrative duties such as international wire transfers, documentation, and other operational support.

Supervisory:

- This role reports to the Senior Regional Director for **Latin America (LATAM)**

Education:

- Bachelor's degree in a related field.

Qualifications:

- At least 5 years' experience managing and implementing international development programs.
- Strong working knowledge of USG and other international donor funding mechanisms (including grants, contracts, and cooperative agreements) required.
- Demonstrated experience and detailed knowledge of working with USAID and other international donors such as FCDO, UN, BMGF, etc.
- Excellent communication and influencing skills to communicate effectively and credibly, both verbally and in writing.
- Professional fluency in Spanish is required.
- Cross-cultural sensitivity required; experience living and/or working in developing countries preferred.
- Experience working with colleagues in a multicultural, multi-linguistic environment.
- Experience working with US-based and international partners (NGO/FBO/CBOs, universities and other technical institutions).
- Proficiency in Office 365 applications including Word, Excel, SharePoint, and PowerPoint. Experience with Salesforce a plus.
- Ability to work effectively both independently and as part of a team.
- Demonstrated ability to collaborate on program implementation across multiple teams (between departments, between HQ and country offices, etc.).

Other Duties:

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities for the position. Duties, responsibilities and activities may change at any time with or without notice. All positions are required to perform any additional tasks assigned by the supervisor. Global positions that are bound by contracts will not be changed without notice and approval.

Working Conditions, Travel and Environment

- This position must be able to travel as required for standard domestic and international business purposes, estimated at up to 30% of the time. While performing the duties of this job in different locations, the employee may be exposed to precarious settings under high security risks and/or very basic living conditions and extreme weather conditions, as well as to infectious diseases. Flexibility and ability to travel on short notice desired.
- The duties of the job require regular work at least 5 days/week in alignment with Corus' in person and remote working policy. The employee must be available to work outside normal US office hours or on the weekends as required.

Diversity, Equity, Inclusion and Zero Tolerance to Abuse

As a member of the Corus Family, each employee is expected to:

- Help to develop and maintain an environment that welcome and develop a diverse workforce.
- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Corus family, stakeholders in general, and particularly for the communities we serve.
- Follow Corus Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values

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.