



Senior Program Associate Job Description

Job Title:	<i>Senior Program Associate</i>
Level and Grade:	<i>Grade 60</i>
Job Type:	<i>Temporary</i>
Reporting Manager:	<i>Claire Nadolski, STPM, Central Africa</i>
Department:	<i>International Programs</i>
Office:	<i>HQ</i>
Date:	<i>June 14, 2022</i>

About Corus:

Corus International is the parent of a family of world-class organizations and a global leader in international development, with 150 years of combined experience across our companies. We are an inclusive organization who believes diversity and differences only make us stronger. We are disruptive because by challenging convention, we innovate and maximize the good we can do in the world. We promote interconnectedness because complex problems require comprehensive, integrated solutions. And we are agile, because the world changes rapidly and we move at the speed of change. Our more than 800 employees around the globe are experts in their fields and dedicated to helping the world's most vulnerable people break the poverty cycle and lead healthy lives.

At Corus we value every employee's specialized area of expertise and nurture professional growth. We promote an engaging and supportive work environment, where employees feel enabled and driven to innovate, learn and collaborate. And because our companies often function as partners, our employees have the opportunity to work across our enterprise family.

Corus is committed to diversity, equity, and inclusion in our worldwide workplace, and we believe that social justice and respect for the human dignity of every person are fundamental to all we do as an organization.

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

Job Brief:

Position Summary:

This is a temporary position for a maternity leave coverage, you will be working with a team of 6 people at HQ who comprise the East Central and Southern Africa region supporting programing implementation managers, both at headquarters and in countries (DRC, Tanzania and South Sudan primarily).

You will be coordinating and facilitating team meetings, taking notes for record keeping purposes, and serving as liaison between various HQ departments and country teams. More detailed task in the JD attached, will be requested of you. Come with your go getter and self-starter attitude and you will have an amazing experience working with dedicated people to the Corus mission.

Key Result Areas:

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

1. Complete the weekly administrative updates circulated to the organization.
2. Notes from meetings are accurate, clean, circulated in a timely manner and saved appropriately on SharePoint.
3. Project success stories are drafted and coordinated with relevant team members of the Marketing and communications team.
4. Project documentation for the region is appropriately stored on Phoenix (salesforce) and SharePoint.

Roles and Responsibilities:

Coordination

1. Maintain systems and processes to ensure appropriate information flow within Country Programs.
2. Support meeting organization and facilitation as needed.
3. Draft and circulate meeting minutes and other documents related to good management practices and transparent communication.
4. Liaise between Country Programs and HQ Operations Department.
5. Serve as primary liaison for the ECS Africa programs team with the External Relations and Engagement Team on activities related to communications and engagement.
 - a. Coordinate with the ECS Africa HQ team and DRC, TZ, and SS country teams to draft content for success stories, website posts, and other communication products.

Compliance

6. Support the ECS Africa Programs Team to meet donor's compliance requirements, including the review of policies and development of products and reports required under donors' awards.

Project Design and Implementation Support

7. Support the Country Program budgeting process with creation and maintenance of budget formats/pivot tables and running analyses of budgets and spending.
8. Provide support to business development as needed, including conducting research and serving as reviewer for draft proposals.
9. Liaise with International Finance Team on issues related to program management as requested.
10. Contribute the production/preparation of technical and financial reporting, including bi-weekly, quarterly, and semiannual reports.
11. Contribute to the technical design of relevant country-specific interventions and projects, including research tasks.

Supervisory:

This position reports to the Senior Technical Program Manager and supports the Democratic Republic of Congo, Tanzania, and South Sudan programs.

Education & Experience:

1. Bachelors' Degree in Public Health, International Development, or a related field.
2. Advanced knowledge of international health best practices; OR advanced knowledge of livelihoods/agriculture sector.
3. At least 3 years of experience supporting international development program implementation.

Qualifications:

Required:

- Excellent English writing skills and analytical abilities.
- Demonstrated experience in research and issue analysis.
- Ability to work independently and self-starter attitude.
- Advanced cross-cultural sensitivity, including experience working with professional and support staff in a multicultural, multi-linguistic environment.
- Proficiency in Microsoft Office applications including MS Word, Excel, and PowerPoint.

Desired:

- Experience in multi-sectoral programming, including livelihoods, education, agriculture, food security, WASH, and/or TVET.
- Demonstrated experience working with international donors, including but not limited to: USAID, MCC, CDC, FCDO, UN, and/or BMGF.
- Strong working knowledge of USG and other international donor funding mechanisms (including grants, contracts, and cooperative agreements).
- Experience with grant making and/or proposal writing.
- Proficiency in Salesforce software.
- At least 2 years living in Sub-Saharan Africa.
- Proven track record of developing and maintaining productive working relationships with host country counterparts and NGO/FBO/CBO actors.

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:

- The duties of the job require regular attendance of at least 5 days/week. The employee must be available to work outside normal office hours or on the weekends as required. Corus has a hybrid work policy, allowing 50 percent of work to be done remotely.
- This position must be able to travel as required for standard domestic and international business purposes. 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 outside weather conditions, as well as to infectious diseases.

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 of Inclusion, Disruptive, Interconnected and Agile.

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.