

**J. Margaret Burke**  
Director, Management Services



J. Margaret Burke joined Africare as the Director of Management Services in 2006. She is responsible for administration, providing regulatory and compliance oversight, procurement and travel management, security and asset management, contracts and grants review, and policy development. Directly reporting to the CFO, Ms. Burke has worked closely with the executive, finance, and program teams to work through strategic organizational development needs while ensuring integrity to process.

Prior to her current role, Ms. Burke was Vice President of Administration for ACDI/VOCA, an international NGO headquartered in Washington DC. Previous to her tenure with the ACDI/VOCA, Ms. Burke spent over 15 years in the private sector as a government contractor with Uninvest Inc, Encore and Bistro International.

Ms. Burke has particular expertise in developing systems, process and procedures for NGO procurement and compliance programs as well as security operations. She has been a panelist and moderator for various NGO forums and has contributed to a number of published articles pertaining to crisis management, NGO insurance programs and procurement for several publications to include InterAction's *Monday Developments* Magazine.

Ms. Burke has received specialized training in Federal Acquisitions Management, Federal Contracting, USAID Rules and Regulations, Federal Travel Regulations and specialized security training. She will be receiving her professional certificate as a Paralegal in June 2012 from George Mason University and has attended the US Dept of State Foreign Service Institute. Ms. Burke is a commissioned Notary Public in the District of Columbia and is proficient in English, Spanish, French and Portuguese. She is a council member of the Overseas Security Advisory Council, a charter member of the InterAction's Security Advisory Group. Ms. Burke is a member of the Professional Risk Managers International Association, and the National Association for Legal Assistants and Paralegals.