



A private, nonprofit  
organization providing  
development and emergency  
assistance to Africa  
since 1970.

---

## **Vacancy Announcement**

### **Program Manager – International Programs**

**Reports To:** Director of International Programs

Africare is a leading development non-profit with 40 years of program experience in the areas of health, agriculture and rural development, and water and sanitation for people and communities in need in Africa. Africare currently operates in 21 countries in Sub-Sahara Africa.

### **Position Summary:**

The Program Manager position is one of four within the International Programs (IP) unit at Africare headquarters based in Washington, D.C. The IP Program Manager works in close collaboration with technical and administrative staff and serves as a member of the Africare Program Team. The position serves as the direct programmatic link between the country director and headquarters with functional requirements in support of program delivery and business development for countries within her/his portfolio.

### **Key Responsibilities:**

#### **1. Program Delivery Support**

- Monitors project indicators and works closely with Country Directors providing feedback on project design. Develops the agenda for the quarterly portfolio review process and plays a key role in discussing and providing insight on program performance and pipeline issues.
- Reviews field financial reports and provides quarterly reports on in-country program expenditures, working closely with the assigned headquarters accountant to resolve issues and meet donor reporting deadline. Monitors project spending against approved budgets and acts as liaison with headquarters, field and country accounts. Advises the Director of International Programs of non-compliance and irregularities.
- Maintains regular contact with field offices and supports them in meeting headquarters' deadlines. Functions as an advocate for field offices and as liaison between field and headquarters communicating with the field offices so that they respond to requests from operational units.
- Routinely obtains, reviews and approves reports and information from the Country Directors regarding the progress, constraints and actions being taken to meet program objectives and/or modify approaches to optimize use of resources for stated and funded needs. Develops schedules for follow up to ensure timely submission of all reports, project documents and headquarters' policy requests.
- Provides leadership to program staff in operational planning and provision of support to projects, including field staff candidate identification, orientation of new staff - including



A private, nonprofit  
organization providing  
development and emergency  
assistance to Africa  
since 1970.

- 
- Country Directors, support to program development, implementation and administration.
- Coordinates with the Offices of Food for Development and Health/HIV/AIDS on program development and operations.
  - Provides a written weekly report to the Director of International Programs, Vice President, the Chief Operating Officer and the President. Assembles a quarterly report on each project.
  - Travels to the field when necessary to conduct finance/management audit and administrative assessments, monitor program implementation and interact with partners and potential donors; and is able to act as Country Director, Project Coordinator or Admin Officer in field offices.
  - Other tasks as assigned by the Director of International Programs

## **2. Business Development Support**

- Researches new business opportunities for program and collaborates with field and other headquarters staff in initiating contact with relevant donor agencies. Plays a central role in developing project proposals and budgets and reviewing and editing those submitted from the field. Provides follow-up communication with the field regarding changes and improvements to proposals and manages the submission to donors.
- Works closely with Business Development, Contracts, Procurement, Institutional Development and Finance offices regarding the short and long term fundraising goals of the organization especially as it relates to the countries in the Program Manager's portfolio
- Maintains Africare-wide log of project status, pending proposals and budgets.
- Represents Africare at professional symposia and partner meetings. Speaks at public events to raise funds for Africare and to educate the public about Africare and African development issues.

### **Qualifications:**

- At least 5 years field experience, including project management, preferably with an international NGO in Africa.
- Knowledge of USAID rules and regulations with regards to development funding and reporting; ability to monitor programs with a large proportion of USG funding.
- French or Portuguese language training required.
- Masters degree in an international development or related field desirable.
- Practical experience working in a technical sector such as agriculture and health preferred.
- Demonstrated ability to write clearly.
- Experience in program or personnel management desired.
- Excellent analytical skills required.
- Ability to work well in a team setting.
- Computer skills, including advanced Excel and database applications.

Applications should include a resume and cover letter. In the cover letter (of no more than two pages in



A private, nonprofit  
organization providing  
development and emergency  
assistance to Africa  
since 1970.

---

length) the candidate should briefly describe his or her motivation for the position and highlight relevant experience.

Only applications from US citizens or green card holders can be accepted.

Please send resumes to [resumes@africare.org](mailto:resumes@africare.org), including "**Program Manager, International Programs**" in the subject line.

**This position is opened until filled. Unfortunately, due to the large number of applications that we receive, we may not be able to respond to each individual candidate. Please respect our no phone calls policy.**

02.01.11