

**Medical Care Development
International Division
8401 Colesville Road, Suite 425
Silver Spring, Maryland 20910, USA**

Phone: (301) 562-1920

Fax: (301) 562-1921

Internet Electronic Mail: MCDI@MCD.ORG



World Wide Web URL: WWW.MCD.ORG

IMaD Assistant Program Officer

Overview of the Position

The Assistant Program Officer will assist the IMaD Project Director in day-to-day home office management of project activities in 10 countries in Sub-Saharan Africa. S/he will serve as liaison between the home office, country offices, USAID and contractors, providing administrative and financial support. S/he will aid the Project Director in strategic planning, monitoring, evaluation and implementation of project objectives. The Assistant Program Officer will be based at the headquarters (HQ) in Washington, DC and will be an integral member of the International Division's professional staff.

Duties and Responsibilities:

1. Serve as liaison between the home office, country offices, USAID, and contractors, providing administrative and financial support:
 - a. Manage communication lines between MCDI IMaD staff and all other parties.
 - b. Assist the Director in coordinating routine administrative assistance to field teams.
 - c. Assist field staff to develop, implement and report on annual capital budgets.
 - d. Assist in the preparation, review, and monitoring of subcontractor budgets and scopes of work.
 - e. Monitor expenditures against prescribed budgets in collaboration with the Administrator.
 - f. Review scopes of work, terms of reference for consultants and partners
 - g. Supervise MCDI's Procurement Officer including (1) procurement planning, (2) bidding requests, review and selection of responsive bids, (3) purchasing, shipping and receipt review.
 - h. Consultants/contractors: recruitment, contracting, deployment, salary processing, performance monitoring including fulfillment of reporting requirements.
2. Track upcoming activities in 10 countries in Sub-Saharan Africa.
 - a. Maintain a database/calendar of all field activities.
 - b. Communicate upcoming deadlines to IMaD staff in the home office and field.
 - c. Assist in the preparation and the monitoring of project work plans.
 - d. Ensure that performance targets for project interventions are achieved.
 - e. Assist the project manager in strategic planning, monitoring, evaluation and reporting.
3. Monitor contracts management (MCDI-donors; sub-contractors)
 - a. Assist the Project Director in Government relations
 - b. Assist the Project Director in donor relations
 - c. Ensure compliance with grant and contract agreement requirements.

- d. Ensure that field staff meet regulatory and compliance requirements, including programmatic and financial reporting deadlines.
- e. Assist field program personnel to design and carry out program development strategies.

Minimum Qualifications:

- Master of Public Health, MBA or equivalent.
- Five years of experience working with international health projects funded by USAID (experience with diagnostic labs a plus).
- Experience in budgeting and financial monitoring.
- Experience in program development and, particularly, proposal writing.
- Knowledge of U.S. Government grants and contracts regulations.
- Excellent communication skills, including writing, verbal and interpersonal relations.
- Ability to multi-task and use time efficiently and effectively.
- Demonstrated ability to communicate effectively across cultures.
- Strong computer skills including Microsoft Project, Word, Excel, Money, and SharePoint.
- Fluency in English and capability in, at least, one other relevant language (French, Spanish, and/or Portuguese preferred).

To apply, please e-mail a resume, cover letter, and brief writing sample to jobs@mcd.org, referencing the job title in the subject line.