

**Medical Care Development
International Division**
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International Health Program Associate

Required Qualifications:

- Strong written and oral communication skills, with an excellent command of English
- Highly computer literate, with a strong working knowledge of Microsoft Office Suite
- Fluency in French
- Advanced interpersonal skills and cross cultural communication skills
- Strong organizational skills with experience in administrative duties preferred
- Adequate familiarity of USAID funding requirements, guidelines and protocols
- Masters in Public Health or a related field (strongly recommended)

Role and Responsibilities:

The International Health Program Associate is responsible for backstopping anywhere from 3 to 5 health projects in Sub Saharan Africa. The Program Associate supports their projects in the following ways: ensuring compliance with contract and grant agreements, monitoring project activities, ensuring implementation stays on schedule, evaluating and enforcing budgets, reviewing all documents and monthly/quarterly/annual reports, and responding to any unexpected issues or emergencies. The Program Associate also serves as the chief project liaison to other implementing partners and subcontractors. Although the position is primarily that of project manager/coordinator, program associates also have the opportunity to participate in the technical planning of project activities. It is imperative that program associates possess excellent judgment, the ability to work independently, superior organizational skills, and the ability to multi-task. The Program Associate reports to and is supervised by the Director of MCDI.

The specific responsibilities of the Associate include:

1. Provide administrative and technical backstopping of projects
2. Monitor field activities and deliverables
3. Facilitate communication between field personnel and the home office (requires French)
4. Undertake short-term assignments in support of the MCDI project portfolio
5. Identify new business opportunities and partnerships for MCDI
6. Participate and assist in the preparation of new project technical proposals including in some instances assisting in the preparation of budgets
7. Review, edit (this includes translation) and supervise the production of project documents (progress reports, technical reports, implementation plans, etc.) in coordination with Program Officers and the Director
8. Effectively represent MCDI at conferences and workshops