

**Medical Care Development  
International Division  
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## **Overview of the Position:**

The Senior Health Program Officer provides technical, administrative and program development support to international health projects focusing on malaria prevention and control. S/he Will be assigned responsibility for the day to day home office management of major malaria control projects based in West Africa S/he will be based at headquarters (HQ) in Washington, DC and will be an integral member of the International Division's professional staff. The Senior Health Program Officer is designated as the leader of the Program Support Team (PST) for their assigned field programs; in this role, s/he ensures the technical quality of field programs and compliance with donor regulations. In addition to providing technical and operational support for assigned field programs, a Senior Health Program Officer will be expected to provide operational assistance to HQ and other field programs, in accordance with her/his individual expertise. The Senior Health Program Officer will facilitate communications between field and HQ and will be proficient in at least one relevant foreign language preferably French or Spanish.

## **Duties and Responsibilities:**

### 1. Primary responsibilities include:

- Procurement and supplies management
  - Will oversee and monitor all procurement processes implemented by MCDI's Procurement Officer including (1) procurement planning, (2) procurement processing, (3) purchasing, shipping and receipt monitoring, (4) insuring
  - Will provide technical backstopping for MISM (drug supplies management) and will ensure that monthly reports are produced for both BIMCP and EGMCI
- Contracts management (MCDI-donors; sub-contractors)
- Legal support for HR (review of contracts; legal claims and processing)
- Human Resources Management
  - Long term staff: Recruitment, contracting, deployment, salary and benefits processing, leave scheduling and facilitation, performance review, HR development, grievance and disciplinary issues
  - Consultants: Recruitment, contracting, deployment, salary processing, performance monitoring including fulfillment of reporting requirements
- Assist the Project Manager and Deputy Project Manager in Government relations
- Assist the Project Manager and Deputy Project Manager in donor relations
  - Monitoring and evaluation
  - Quality Assurance
  - Reporting

### 2. Coordinates and provides technical support to assigned field programs:

- Assesses technical needs of field programs in collaboration with field staff to identify areas

- requiring assistance
  - Provides or otherwise obtains technical support as required by the field program.
  - When necessary, secures support from outside resources as funding permits.
  - Assists field staff design and implement monitoring and evaluation systems.
  - Assists field staff prepare technical reports and documents.
  - Participates in field evaluations and supervision missions.
  - Participates in planning activities for both assigned field programs and for the entire organization.
  - Assists the field programs to develop long-term program plans.
3. Coordinates and provides administrative support to assigned field programs:
- Assists the Administrator in providing routine administrative assistance to field programs.
  - Assists field staff develop annual budgets.
  - Prepares, reviews, and revises proposal budgets.
  - Monitors spending against field budgets in collaboration with the Administrator
  - Maintains awareness of all grant or agreement requirements for field programs.
  - Apprises field staff of regulatory and compliance requirements, including reporting deadlines.
  - Participates as necessary with recruitment of field or HQ staff.
4. Oversees and provides program development support to assigned field program:
- Guides the Program Development efforts and provides support to field programs.
  - Monitors field program short- and long-term funding requirements.
  - Leads Proposal Preparation Teams (PPTs) for response to Requests For Proposals (RFPs) and other major proposal development activities.
  - Reviews proposals and reports to foundations, corporations and major donors for new and continuing programs.
  - Participates in discussions with potential or current funders.
  - Provides guidance in new program design to ensure adherence to technical criteria.
  - Provides information on programs to the resource development department to assist fundraising efforts, and for public information purposes.
  - Assists the field programs to design and carry out program development strategies based on the field programs' long-term plans.
  - Represents MCDI in presentations to outside groups, including funding agencies, host country officials, individual donors, and community groups.
5. Provides technical assistance in areas of individual expertise to HQ and other field programs:
- Participates in assessments of technical needs, as required.
  - Provides, or otherwise obtains, technical support as required.
  - Secures support from outside resources as funding permits.
  - Assists field staff to design and implement monitoring systems and evaluations.
  - Assists field staff to prepare technical reports and documents.
  - Participates in field evaluations.
  - Participates in sharing and disseminating results of MCDI programs.
  - Assists field staff to develop and implement program standards and protocols.
  - Seeks to keep the field informed of technical developments in areas of individual expertise.

### **Minimum Qualifications:**

- Master of Public Health degree or equivalent.
- Minimum five to ten years experience in international health, including at least two years experience in a developing country setting.
- Technical capacity in at least one area of particular use to the organization.
- 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.
- Demonstrated ability to communicate effectively across cultures.
- Strong computer skills including Microsoft Word and Excel.
- Fluency in English and capability in, at least, one other relevant language (French, Spanish, and/or Portuguese preferred).
- Availability to travel internationally (10-25% time)

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