

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

A Senior Health Program Officer provides technical, administrative and program development support to international health projects focusing on malaria prevention and control, child survival, HIV/AIDS, TB, and other diseases. S/he is based at headquarters (HQ) in Washington, DC and is an integral member of the division's professional staff. A 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 support for assigned field programs, a Senior Health Program Officer is expected to provide technical assistance to HQ and other field programs, in accordance with her/his individual expertise. A Senior Health Program Officer facilitates communications between field and HQ and is proficient in at least one relevant foreign language.

Duties and Responsibilities:

1. Coordinates and provides technical support to assigned field programs and HQ staff:
 - 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.
2. 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.

3. 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.

4. Carries out additional activities as may be assigned by the Director of the Division.

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, referencing the job title in the subject line.