

## **MCDI Senior Program Manager**

### **Overall Responsibilities:**

The Senior Program Manager will provide day-to-day management and implementation of specified MCDI projects, under the direct supervision of the International Division Director.

### **Specific Responsibilities:**

#### Proposal and Program Development

- Providing assistance during the development of technical applications (French and English proposals) for projects funded by USAID, the World Bank, USAID, the African Development Bank, etc.;
- Preparing cost applications (French and English proposals) for projects funded by USAID, the World Bank, USAID, the African Development Bank, etc.;
- Coordinating the preparation of bidding documents for pre/investment programs;
- Developing appropriate documentation to pursue new development opportunities.
- Assist in the identification of new project opportunities.

#### Technical and Administrative

- Monitoring and providing day-to-day technical and administrative project backstopping for assigned projects;
- Maintaining regular communications with field staff and acting as liaison between the field and the Home Office;
- Coordinating quarterly/annual reports and workplans, including project start-up and close-out activities;
- Assist the Director and project Field Managers to manage complex administrative/legal matters pertaining to field operations/staff.

#### Financial and Administrative

Assist the Admin & Finance Unit to:

- Monitoring contractual compliance issues;
- Tracking/monitoring project expenditures against program budgets; review financial tracking sheets to ensure appropriate expenditures;
- Monitors internal financial control systems for specific projects;
- Preparing and submitting specific financial reports to donor agencies with assistance from field staff;
- Ensuring field compliance to FAR and AIDAR standards and requirements, including OMB A-133;
- Conducting field supervision visits;
- Occasionally, assist in the hiring and training of field staff in financial and administrative management for USAID compliance;

### **Qualifications:**

- Masters degree in public health, business, or public administration with 5 years developing country experience; or
- Bachelors degree in business or public administration with 5 - 10 years developing country experience;

- Understanding and experience with FAR and AIDAR standards and requirements, including OMB A-133;
- Adequate experience in project financial management;
- Adequate experience in technical/financial proposal development;
- Strong negotiation skills;
- Experience in field personnel management;
- Ability to work independently and to manage various projects on a daily basis with minimal supervision;
- Strong organizational and communications skills;
- Computer literacy to include word processing, spreadsheet and database software;
- Excellent oral and written English, French and/or Spanish.