



PROGRAM MANAGER – WEST AFRICA JOB DESCRIPTION

Hours: Full-time
Location: Remote
Salary: Commensurate with required and qualifications

WI-HER, LLC

WI-HER, LLC is an international consulting firm that identifies and implements creative solutions to complex health and social challenges to achieve better, healthier lives for women and men, girls and boys. We employ an integrated, multisectoral approach that links health with education, rule of law, and energy to improve health outcomes and achieve sustained development. WI-HER, LLC is a woman-owned small business based in Vienna, Virginia.

Roles and Responsibilities

The Program Manager – West Africa will support a variety of programmatic/technical, evidence generation, dissemination and growth, and HR, administration, and operational aspects of the company's work in the West Africa region. The Program Manager – West Africa works independently, with guidance, and collaboratively to complete the following primary tasks and responsibilities:

Program/Technical:

- Manage and oversee technical, development and implementation of planned and ongoing West Africa region activities
- Provide strategic vision and technical oversight for WI-HER and project-related activities in West Africa region
- Oversee and monitor progress toward contract deliverables and workplan activities and ensure compliance with contract and workplan deadlines
- Coordinate internal and external learning and collaboration opportunities for program coordinators and field staff
- Supervise preparation of and submit contract deliverables, including supporting documentation, to partners and donors, as needed
- Develop and oversee maintenance of data dashboards for projects and activities, as needed
- Represent WI-HER in project consortium meetings and presentations

General

- Lead oversee background research on a variety of project-related topics and synthesize results verbally and in writing for wide-range of audiences
- Oversee and review development of training materials, data analysis, and other assistance, as needed
- Facilitate meetings, trainings, and presentations

- Oversee development and review of all quarterly review materials, annual reports, work plans, and KM products
- Lead and participate in learning opportunities such as webinars and conferences among WI-HER's focus areas (e.g., gender, health, education, rule of law)

Evidence generation, dissemination, and growth:

Conferences and peer reviewed publications

- Identify opportunities for publication and support / follow up with teams to develop and submit manuscripts for publication
- Identify opportunities, and support WI-HER submissions to national and international conferences

Business Development

- Identify and initiate new partnerships in West Africa region
- Build and strengthen existing partner relationships, including with governments, CSOs, implementing partners, and donors in West Africa region
- Lead the development and review of portions of technical proposals and annexes and develop relevant charts, tables, and graphics, as needed
- Attend business development meetings and events, as needed
- Support West Africa region staff to successfully engage and lead business development related activities
- Provide leadership for new program development in the West Africa region

HR, management, operations:

- Supervise program coordinators and where appropriate, field staff
- In coordination with operations and finance staff, lead the development and monthly monitoring and updates of activity budgets and forecasts
- Identify, finalize and track consultancy hires for project activities, as needed (e.g., preparing terms of reference and scopes of work, based on activity needs; recruiting, interviewing, and selecting consultants; assisting HR with consultancy agreements; supervising consultants and supporting invoice submissions and monitoring of consultancy agreement deliverables and timelines)
- Update and enhance the website and contribute to WI-HER promotional materials and social media efforts
- Work with Communications team to identify and develop blogs, success stories, case studies, etc to share and disseminate work on a regular basis
- Coordinate, conduct, and participate in organizational and project strategy meetings

The Program Manager – West Africa reports to the Director of Program Implementation. The position is remote and may require international travel.

Qualifications

- Bachelor's degree required; Advanced degree (Masters or equivalent) in a related field preferred
- 8+ years of experience; international public health work experience preferred

- Experience working in West Africa region preferred
- Proven experience managing large, complex USG funded projects (USAID program management experience required)
- Proven experience in supervising staff, consultants, and interns
- Proven relationship building and management experience required
- Proven experience successfully supporting new program development
- Demonstrated success in securing funds from government and/or private donors
- Experience working with a wide-range of stakeholders, including but not limited to host country governments (national, regional, and/or local), donors, CSOs, etc.
- Health experience preferred but not required
- Experience working in gender integration and social inclusion
- Proficient in English, spoken and strong writing and communication skills; French language preferred
- Computer skills in Google Workspace, Microsoft Office (including Word, Excel, and PowerPoint), and remote work platforms (e.g., Zoom, Microsoft Teams)
- Ability to multitask, work efficiently and effectively in a dynamic, fast-paced environment, with superior organizational skills and attention to detail
- Ability to embrace risk and ambiguity, and to take start-up projects from concept to completion
- Ability to work collegially within a high-performing diverse, multicultural team
- Cultural humility in working with global teams
- Dedication and commitment to diversity, equity and inclusion

If interested, please submit your CV and a writing sample to apply@wi-her.org and aottosson@wi-her.org by 15 January 2021. Applications will be reviewed and interviews scheduled on a rolling basis, so we encourage interested applicants to apply as soon as possible.

WI-HER is committed to fostering a diverse, multicultural work environment and welcomes a range of backgrounds, life experiences, perspectives, and opinions. WI-HER provides equal employment to all and has zero tolerance towards discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, national origin, citizenship, age, marital status, disability, medical condition, or any other characteristic protected by state or federal laws.