



Senior Associate, Global JOB DESCRIPTION

Hours: Full-time
Location: Negotiable
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 Senior Associate, Global will support a variety of programmatic/technical, evidence generation, dissemination and growth, and HR, administration, and operational aspects of the company's work in a specific portfolio. The Senior Associate, Global works independently, with guidance, and collaboratively to complete the following primary tasks and responsibilities:

Program/Technical:

- Backstop and provide technical supervision and guidance for field teams, in collaboration with Program Lead, Global
- Advise on planned activities, for activity forecasting exercises, as needed
- Contribute to development and finalization of project deliverables
- Help maintain quality in program implementation and reporting
- Document and share learning with other members of the WI-HER technical team, as well as with program counterparts through specific program-based dissemination efforts
- Contribute to updates and enhancements to the website and contribute to WI-HER promotional materials and social media efforts
- Coordinate, conduct, and participate in organizational and project strategy meetings

General

- Conduct background research on a variety of project-related topics and synthesize results verbally and in writing
- Assist in the development of training materials, data analysis, and other assistance, as needed
- Assist in facilitation of meetings, trainings, and presentations
- Assist with development and review of all quarterly review materials, annual reports, work plans, and KM products
- Participate in learning opportunities such as webinars and conferences among WI-HER's focus areas (e.g., gender, health, education, rule of law)

Business Development

- Support capture in countries and region of focus or as needed, including but not limited to researching partners (international and local) in the country, donor priorities

- Draft technical content in response to sources sought, request for information, and proposal development
- Participate in and document business development meetings as needed
- Provide regular updates to business development team on latest developments and updates in countries and regions of focus

The Senior Associate, Global reports to the Program Lead, Global. The position location is negotiable and may require international travel.

Qualifications

- Bachelor's degree required; Advanced degree (Masters or equivalent) in a related field preferred
- 5+ years of international public health work experience
- Strong qualitative and quantitative research and analysis skills required
- Excellent writing skills and ability to required
- Knowledge of neglected tropical diseases desired
- Experience working in gender, equity and social inclusion preferred
- Experience in designing and co-leading trainings with program counterparts, preferably on gender equity and social inclusion
- Experience with at least one WI-HER focus area: health, education, or rule of law
- Proficient in English, spoken and strong writing and communication skills; other languages a plus
- Computer skills in Word, Excel and other Microsoft Office tools
- Ability to multi-task, work efficiently and effectively in a dynamic, fast-paced environment, with superior organizational skills and attention to detail
- Ability to work collegially within a high-performing team
- Cultural humility in working with global teams
- Dedication and commitment to diversity, equity and inclusion
- Experience working in business development and operations desired

If interested, please submit your CV and a writing sample to apply@wi-her.org by January 15th 2022. 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.