

## POSITION DESCRIPTION

### TECHNICAL MANAGER | PEACEBUILDING AND TRANSFORMING EXTREMISM PRACTICE

Washington, DC Office

**Equal Access International (EAI)** - a non-governmental organization (NGO) with U.S. regional offices in Washington, D.C. and San Francisco - partners with communities around the world to co-create sustainable solutions utilizing community engagement and participatory media and technology. With funding from bi-laterals, multi-laterals, foundations, and individual donors, EAI has a 17-year track record implementing social change projects and currently operates in 10 countries.

## POSITION OVERVIEW

Equal Access International ([www.equalaccess.org](http://www.equalaccess.org)) seeks a Washington, DC-based Technical Manager for our growing Peacebuilding and Transforming Extremism Practice. The Technical Manager is responsible for start-up, management, research, strategy, and partnerships of field programs in East and West Africa, with a particular emphasis on monitoring, evaluation, and learning. Management of additional projects in Asia and Europe may be added. He/she will ensure high quality program delivery and lead local staff in expansion and/or innovation around existing, planned, and new activities. This is an excellent opportunity for a candidate looking to travel regularly to the field and to play a direct role in both program implementation and business development.

## DUTIES & RESPONSIBILITIES

- Advance and develop Equal Access's peacebuilding and P/CVE technical expertise and programming in Africa.
- Lead strengthening of MERL (monitoring, evaluation, research, and learning) efforts and systems, including building capacity of field staff and working with local and international MERL partners.
- Support business development efforts in Africa, primarily, including both contributing to and leading new proposal development.
- Design, plan, and assess innovative behavior change media projects, managing activity delivery
- Provide support and mentorship to field-based technical staff; advise and support their management of the country teams, including project deliverables, design, research, and M&E.
- Represent EAI externally by attending and presenting at conferences, panels, workshops, and other international fora; by writing in various technical publications; and through social media.
- Supervise junior HQ-based program staff.
- Ensure compliance with USAID, State Department, and other donor rules and regulations.

- Develop work plans/GANTT charts, project frameworks and M&E plans; ensure that technical activities are implemented on time and within the allocated budget and scope of work.
- Deliver high quality quarterly reports and other reporting/M&E requirements; ensure that M&E data is regularly collected and documented to a DQA standard.
- Implement sustainable solutions to address program vulnerabilities and risks.

## QUALIFICATIONS

This position is an ideal fit for a hardworking, detail oriented, and highly motivated candidate with a clear interest in media, peacebuilding, P/CVE, participatory research, and/or international development. The ability to establish rapport and achieve goals with a range of internal and external parties is vital.

### Professional Experience:

#### *Required:*

- At least 5 years' experience in international development. Ideally, such experience would include at least 1 year based in Africa and at least 2 years in an international NGO headquarters environment or similar program support role.
- Fluency in French and English (oral and written).
- 2-3 years' experience managing international development programs focused on Africa or supporting them from a headquarters or regional office.
- Ability to commit to the mission and vision of Equal Access (available at [www.equalaccess.org](http://www.equalaccess.org))
- Financial, administrative, and strong budget management experience.
- Bachelor's degree required (Master's degree strongly preferred) in relevant technical competency area or equivalent combination of education and work experience.
- Experience with M&E, work planning, donor reporting and in administering sub-grants and other partner agreements within the international development sector.
- Experience in managing USAID and State Department cooperative agreements and contracts and/or working for USAID/State Department.
- Familiarity with USAID rules and regulations, including the Code of Federal Regulations (22 CFR), Federal Acquisition Regulations (FARs) and USAID's Acquisition Regulations (AIDAR).
- Experience with non-USG donors, including the UN, DFID, the EU, SIDA, and others.

#### *Preferred:*

- Education: Master's degree in relevant discipline.
- Experience in international development and community-based initiatives, particularly using local media (radio and TV) and behavior change communication methodologies.

- Experience working in SBCC (social and behavior change communication) in related field such as public health.
- Strong current networks within the global NGO and international development community, particularly in Washington, DC.
- Significant experience designing and managing media/communications for development programs.
- Long-term interest in Africa, peacebuilding, media strengthening, coexistence, and/or countering violent extremism.
- Knowledge of other languages, including Arabic, Swahili, Portuguese, and/or Somali a plus.
- Experience designing and managing social and behavior change communication projects.
- Experience working in EAI's current countries of operation and ability to lead the organization into new countries where the candidate has previously worked and has strong networks.

***Ideal Technical Skills:***

- Problem solving and critical thinking skills; ability to break down complex problems.
- Strong communicator, both written and oral. Strong organizational and multi-tasking skills.
- Excellent intercultural communication skills - experience in interfacing with major strategic partners, government ministries, key multilateral agencies, and local staff.
- Strong attention to detail, highly motivated and ability to meet deadlines and prioritize tasks.
- Ability to work flexibly, outside of normal office hours and in difficult conditions.
- Proficiency in Microsoft Office Applications (Word/Excel/PowerPoint/Outlook) and email.

**POSITION DETAILS:**

A competitive salary and benefits package will be offered. The position is based in Washington, DC with up to 35% international travel time, sometimes in demanding physical or security situations. To apply, please send a cover letter indicating your reasons for interest in the position and a resume to: [jobs@equalaccess.org](mailto:jobs@equalaccess.org) with "Technical Manager - Peacebuilding and Transforming Extremism Practice" in the subject line of the email. Applications will be reviewed on an ongoing basis. Please apply by February 15, 2019. This is an exempt full time position. Please note that interviews may begin and a candidate may be chosen prior to this date. **Applicants must have the right to work in the U.S. Equal Access does not provide sponsorship.**

Equal Access International is committed to creating a diverse environment and is proud to be an equal opportunity employer. Women, veterans, persons with disabilities, and people of color are strongly encouraged to apply.

