



VACANCY ANNOUNCEMENT

Program Officer - Washington, DC

Equal Access International

Position Title: Program Officer

Reports to: Practice Area Director

Location: Washington, D.C

Equal Access International (EAI) seeks an experienced Program Officer to support projects in EAI's governance, peacebuilding, and CVE programming, primarily in Africa. The Program Officer is responsible for supporting management and operations of field programs in Africa or other locations depending on need. The Program Officer provides program, technical, financial and business development support to country programs through a wide range of headquarters-based tasks and in-country visits. The position reports to the Program Management Unit Manager and works with program, finance and administrative staff as well as field-based Country Directors and serves as the key liaison between headquarters and field offices in program countries.

Responsibilities:

- Supports and provides responsive communication to field teams to resolve a variety of issues, including programmatic, technical, contractual, compliance, personnel, financial and administrative matters
- Researches and liaises with other headquarters staff to recommend solutions to country program teams
- Ensures all activities are conducted in accordance with EAI policies and client rules and regulations
- Supports contract-related procurement, subcontracting, expenditure and budget monitoring, long-term and short-term personnel, travel, report editing and formatting, success story drafting and other relevant matters
- Applies EA policies and funder regulations to process deliverables and complete required internal forms
- Establishes and maintains headquarters project electronic files and keeps filing system updated
- Maintains budget monitoring, level of effort utilization, invoices, subcontractors, expense reports, deliverables, etc. to monitor compliance with funder and EAI policies
- May serve as primary contact for short-term consultants on administrative items. Ensures inquiries and needs are promptly addressed to continue a positive relationship between consultants and EAI

- Communicates information in a way that demonstrates a basic understanding of development assistance work, EA's culture, values and the specific scope and nature of assigned projects and proposal assignments
- Participates in the recruitment process for new short- and long-term staff, including recommending promising talent and assisting in interviews and reference checks
- Demonstrates maturity, dependability, integrity and initiative
- Contributes positively to a work environment that emphasizes teamwork, respect for differences, accepting and giving constructive feedback
- Performs other duties and responsibilities as required by supervisor

Technical

- Obtains and assimilates knowledge of projects, program countries and regions relevant for work assignments.
- Provides basic technical information to support projects, business development efforts, EAI knowledge base and other work products as requested by supervisor and colleagues
- Provides support in the development of work plans/GANTT charts, project frameworks and M&E plans, and ensures technical activities are implemented on time and within the allocated budget and scope of work
- Produces work products in conformance with EAI and client standards

Business Development

- Develops a basic understanding of international development, foreign assistance programming and EA's present and past competencies and contributions
- Participates on proposals by providing research, writing, budgeting, recruitment, coordination and administrative support
- Establishes and maintains productive relationships with clients, funding agencies, government ministries, vendors, partners and consultants that serve to enhance EA's reputation and contribute to business development opportunities

Qualifications:

- Bachelor's degree; relevant technical or competency area preferred
- Minimum 3-5 years of relevant work experience preferred, with demonstrated ability to manage administrative and financial responsibilities
- Demonstrated ability to communicate clearly and concisely both orally and in writing
- Fluency (oral and written) in English required; French preferred
- Experience living or conducting volunteer work in developing countries
- Strong administrative skills, organizational skills, financial/budget skills and attention to detail
- Strong working knowledge of Microsoft Office, including Word, Excel, and PowerPoint
- Knowledge of US government-funded programs and the respective applicable contract regulations preferred

Application Instructions:

EAI offers a competitive salary, benefits and the opportunity to join a growing, innovative, international team. To apply, please send your CV along with detailed information about your qualifications as well as reasons for your interest in becoming a member of the EAI Team. Please send this information to: jobs@equalaccess.org. In the subject line of the email please include "Program Officer 2019 - YourName".

EAI is an equal opportunity employer. EAI welcomes and supports a diverse, inclusive work environment. As such, our commitment is to promote equal employment opportunities (EEO) for all employees and applicants seeking employment. EAI makes employment decisions based on organizational needs, job requirements, and individual qualifications without regard to race, color, religion, sex, national origin, age, disability, protected veteran status, marital status, sexual orientation, personal appearance, military status, gender identity or expression, genetic information, political affiliation, educational status, unemployment status, place of residence or business, source of income, or reproductive health decision making or any other protected classifications, activities, or conditions as required by federal, state and local laws. Additionally, harassment or discrimination based on these characteristics will not be tolerated at EAI.