

PROGRAM OFFICER – AFRICA

Washington, DC or San Francisco

Job Description

Equal Access International (www.equalaccess.org) seeks a **Washington, DC or San Francisco**-based Program Officer for our growing Africa portfolio. The Program Officer is responsible for supporting the management of field programs in Burkina Faso, Cameroon, Chad, Niger, and Nigeria. Support to the management of additional projects elsewhere in Africa may be added. He/she will ensure high quality program delivery and support national 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.*

Primary Responsibilities:

- Advance and develop Equal Access's programming in Africa, specifically in Burkina Faso, Cameroon, Chad, Niger, and Nigeria.
- Support business development efforts in Africa, including both contributing to and leading new proposal development.
- Help design, plan, implement, and assess innovative behavior change media projects, supporting activity delivery
- Support in-country Key Personnel and Country Directors, including with work plan management, budget monitoring, and human resource administration in program countries.
- 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.

This position is an ideal fit for a hardworking, detail oriented and highly motivated candidate with a clear interest in media 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 4 years' experience in international development. Ideally, such experience would include at least 1 year based in Africa and at least 1 year in an international NGO or USG implementer headquarters environment or similar program support role.
- Fluency in French and English (oral and written).
- 2 years' experience supporting the management of international development programs focused on Africa.
- Ability to commit to the mission and vision of Equal Access (available at www.equalaccess.org)
- Financial, administrative, and budget management experience.
- Bachelor's degree required (Master's degree 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 working on 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 or TV).
- Significant experience working on peacebuilding and/or media/communications for development programs.
- Long-term interest in Africa, peacebuilding, media strengthening, coexistence, and/or countering violent extremism.
- Knowledge of other languages spoken in Africa a plus.

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 either **Washington, DC** or **San Francisco** with up to 25% 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 with "**Program Officer - Africa**" in the subject line of the email.

Applications will be reviewed on an ongoing basis. Please apply by **August 5, 2017**. 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.***

About Equal Access International (EAI):

EAI – a non-governmental organization headquartered in San Francisco, CA – empowers under-served communities in the developing world with critically needed information, education and leadership training. With funding from bi-laterals, multi-laterals, foundations, corporate and individual donors we implement innovative media and community outreach programs that inspire positive social change on issues such as women's empowerment, human rights, global health issues, youth life skills & livelihoods, and civic participation & governance. EAI operates in Afghanistan, Burkina Faso, Cameroon, Chad, Nepal, Niger, Nigeria, Pakistan, Yemen and Cambodia and has over 175 staff worldwide and a twelve-year track record implementing media and social change projects in challenging locations.