



Position Title: Program Manager

Reports to: Director – Project Management Unit

Location: Washington, D.C

About the Position:

Equal Access International (www.equalaccess.org) seeks an experienced **Program Manager** to join our Project Management Unit (PMU). This person will be responsible for supporting projects in a relevant practice area, ensuring projects are effectively and safely implemented, deliverables are met and reported on, and that relevant compliance regulations and all contractual requirements are strictly followed. This position is part of a career progression track to a Practice Area Lead position with EAI, so the Program Manager is expected to support a chosen Practice Area and provide input on technical implementation, and business development activities where required. The Program Manager will report directly to the PMU Director, but will also coordinate closely with Leads in Peacebuilding & Transforming Extremism, Championing Gender Equality & Empowering Women, Governance & Civic Engagement, and Monitoring & Evaluation.

This position requires an individual with strong project management skills including knowledge of budgets, work plans, grant management, compliance, Department of State Rules & Regulations, Monitoring & Evaluation, and some experience in one of the Practice Areas listed above. He/she should possess strong leadership and communication skills to manage internal and external teams. Must be a self-starter, have excellent organizational skills, have an ability to handle multiple tasks at once, and most of all be a team player.

Primary Responsibilities:

- Lead, facilitate and coordinate activities to ensure that goals, objectives, and implementation components of selected projects are accomplished within the prescribed time frame, funding parameters, and relevant rules and regulations
- Lead start-up and closeout, and support project implementation throughout the entire life cycle of every relevant project
- Provide timely issue updates and potential solutions to upper management, utilizing EAI reporting system
- Document and manage lessons learned and best practices, including supporting the development of a database to track them
- Directly backstop country programs as needed
- Act as the contractual point of contact with all relevant donors on contractual matters – including prior approvals, budget realignments, no-cost extensions, closeout plans
- Ensure contract documentation complies with EAI’s internal policies and client regulations including USG federal and USAID regulations.
- Oversee procurement processes and ensure they align with EAI Procurement Manual - mentor program field staff to strengthen adherence to the Manual
- Work closely with Field Teams and Practice Area Leads to ensure solid mastery of Equal Access methodology and good program practices



- Collaborate with Practice Area Leads to design and manage new media efforts and successfully integrate them with program activities and content, including IVR/SMS platforms, and other new media platforms
- Review and approve activity budgets submitted with activity SOWs, monthly advance requests and financial reports, invoices, etc.
- Collaborate with other members of the PMU and Practice Area Leads to develop M&E/ tracking/ impact evaluation tools for new projects and integrate new media tools into M&E efforts
- Work as part of proposal teams as a proposal coordinator, pricer, proposal manager, champion, member of recon, or other role
- Serve as the primary focal point for safety and security for project and country staff, as directed

Qualifications

- Passion for Equal Access International's mission
- PMP/PgMP certification or equivalent preferred
- 5+ years of experience in complex project management, including at least 3 years' managing international development programs funded by USAID, or other bilateral or multilateral organizations or major foundations
- Fluency (oral and written) in English required. Additional languages preferred.
- Financial, administrative, compliance and strong budget management experience required.
- Bachelor's degree in relevant technical competency area required. Advanced degree or combination of work experience and education preferred
- 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.
- Experience with non-USG donors, including the UN, DFID, the EU, SIDA, and others.

EAI offers a competitive salary, benefits and the opportunity to join a growing, innovative, international team. To apply, please send your CV along with a detailed cover letter providing specifics on how your background meets the 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 Manager 2019 - YourName". Applications for this position will be reviewed by **April 30, 2019**.

Applications that do not make the proper subject notification in the email or provide the requested information will not be reviewed. Only those selected for interviews will be contacted. Equal Access International is an Equal Opportunity Employer.