Position Title: Program Manager

Reports to: Practice Area Director

Location: Washington, D.C

About the Position:
Equal Access International (www.equalaccess.org) seeks an experienced **Program Manager** to support projects in EAI's governance, peacebuilding, and CVE programming, primarily in Africa, 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. The Program Manager is expected to support an assigned Practice Area and provide input on technical implementation, as well as business development activities where required. The Program Manager will report directly to the Practice Area Director, and will coordinate closely with other Practice Area Leads and technical staff as a member of the Program Management Unit (PMU).

This position requires an individual with strong project management skills, including knowledge of budgets, work plans, grant management, compliance, USAID and US Government rules & regulations, monitoring & evaluation (M&E), and some experience in governance & civic engagement and peacebuilding & transforming extremism. He/she should possess strong leadership and communication skills to manage internal and external teams, be a self-starter, have excellent organizational skills, have an ability to handle multiple tasks at once, and 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 and funding parameters and according to donor and organizational rules and regulations
- Lead start-up and closeout and support project implementation throughout the entire life cycle of every assigned project
- Provide timely issue updates and potential solutions to upper management, utilizing EAI's reporting system
- 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, and closeout plans
- Ensure contract documentation complies with EAI's internal policies and client regulations, including USG federal and USAID rules and regulations.
- Oversee procurement processes and ensure they align with EAI's 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 EAI's 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, as well as financial reports, invoices, and other financial documentation

- Collaborate with other Program Managers 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
- Support the supervision of junior staff, including program assistants and interns, as needed
- Serve as the primary focal point for safety and security for project and country staff, as directed

Qualifications

- Passion for EAI's mission, methodologies, and programming
- 5+ years of experience in complex project management, including at least 3 years' managing international development programs funded by the US Government, or other bilateral or multilateral organizations or major foundations
- Fluency (oral and written) in English required; French preferred; additional languages a plus
- 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.
- PMP/PgMP certification or equivalent preferred

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 **October 15, 2019.** Applications will be reviewed on an ongoing basis. Please note that interviews may begin, and a candidate may be chosen prior to this date.

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.