

PROGRAM ASSISTANT

Position Description

ORGANIZATIONAL OVERVIEW

The Georgetown University Institute for Reproductive Health (IRH) is dedicated to improving the sexual and reproductive health of women, men and youth through a research-to-practice agenda. Our emphasis is on increasing access to and use of family planning, increasing fertility awareness through life-stage appropriate interventions, expanding access to fertility awareness-based family planning methods in an informed choice context, and developing scalable interventions to transform gender norms and catalyze the diffusion of social norms that support family planning. Cross-cutting themes in the Institute's work include the diffusion of social norms that support sexual and reproductive health, scale up of innovations, and incorporating gender perspectives in reproductive health. In partnership with a wide range of international and local organizations, IRH conducts research, builds capacity, and provides technical assistance to public and private-sector organizations in lower and middle-income countries and the U.S. The Institute is supported by grants from federal agencies and foundations.

POSITION SUMMARY

The Program Assistant will provide critical administrative support to country teams, including preparation, editing, and finalization of documents, budgets and work plans, PowerPoint presentations, literature reviews, processing requests for consultant and other procurement contracts to ensure timely delivery and payment of invoices and management of staff travel to/from Washington, DC. They will also provide administrative support (documents and translations) to several technical teams at headquarters. S/he will conduct initial review of financial reports and follow up with field officers as an additional responsibility. The Program Assistant will work with teams involved in program development and oversight and, if interested, will have opportunities to contribute programmatically to such activities. The Program Assistant may also support the Communications team by upholding IRH's brand identity through supporting IRH's communications strategy, including the development and dissemination of high quality web and print content for the organization's donor funded projects.

ESSENTIAL FUNCTIONS

- Assist solution teams and solution managers to complete administrative aspects of service delivery programs and research initiatives including sub-agreements, consultant agreements, technical and financial reports, develop guiding documents (annual budgets and work plans, multi-year scale-up plans, event timelines, advocacy and other materials), and monitor plan implementation and related expenses.
- Coordinate travel for IRH Washington and field staff and partner travel.
- Provide general administrative and technical support to research portfolio, working with the Director of Research to develop and revise the team work plan and budget, research protocols, IRB applications, study instruments, reports, presentations and other documents, and provide overall support and facilitation to research team, including literature reviews and maintenance of research folder on share drive.
- Assist several technical teams at headquarters to develop, edit, and finalize guiding program documents, concept notes, proposals and presentations. Support IRH-wide communications strategy by providing administrative support to the communications team as needed.
- Respond to ad hoc requests to participate in different ventures. Activities may include working with staff to edit research protocols and instruments, working with program staff to create PowerPoint presentations, overseeing budgeting and contract management and preparing reports to donors. Represents IRH at informational meetings, working groups, meetings and conferences as needed.
- Liaise with field offices on administrative issues (e.g. timesheets, leave requests, etc.).
- Coordinate development of budgets, monitor spending, financial advances and reports along with Solution Managers; review project and sub-agreement invoices.
- Review field office cost share reports, and track across projects by donor.
- Provide procurement oversight and support for field offices, including office equipment and project commodities, negotiations with local vendors, etc.
- Support recruitment for hiring of local personnel, including field staff, consultants and interns.

- Oversee timely administration of field staff, consultant and partner contracts.
- Work with the Finance and Operations team to resolve issues regarding financial payments, including salary payments, between field staff, partners, and headquarter project teams.
- Support technical elements of programs through developing, editing and finalizing guiding program documents, including, but not limited to, presentations, formative reports, and analysis.

Other functions

- Maintain information about technical aspects of project, as needed, to facilitate understanding of project objectives and needs, including, but not limited to, electronic and physical files, website and calendars
- Facilitate translations of program and administrative documents
- Support new business development within a team structure
- Other duties as assigned

Expected outcomes

- Efficient operations of project activities and processes, according to project's goals and work plans
- Effective communication on matters related to program operations between project teams, field offices and partners
- Activities carried out as planned and expenditures incurred according to budget
- Timely submission of financial documents, including financial reports, invoices, advance requests and budgets
- Timely submission of administrative documents, including timesheets and leave requests

QUALIFICATIONS

- Bachelor's degree in international development, public health, public administration or related field
- At least 2 years of professional experience in health or international development
- At least 2 years of budget and program management experience + least 1 year of international program experience
- Demonstrated ability to work effectively in international settings and to facilitate program management

SKILLS

- Knowledge of donor rules and regulations, with particular emphasis on USAID and other USG agencies
- Ability to manage and coordinate diverse tasks and facilitate relationships between multiple parties
- Demonstrated ability to respond to changing situations in a flexible manner in order to meet current needs, such as reprioritizing work as necessary
- Sensitivity to cultural differences and understanding of the political and ethical issues in assigned areas
- Excellent verbal, written, presentation and interpersonal skills
- Ability to write and communicate clearly and persuasively
- Ability to work well on a team and independently
- Self-starter with excellent organizational skills and attention to detail; ability to multi-task
- Familiarity with how USAID and the international donor community operate in supporting RH/FP programs
- High level of proficiency (FSI level 4) in spoken and written French, is a plus
- Skilled in Microsoft Office applications required; experience with data analysis using Excel, SPSS or EPI-Info desirable

Travel

- Up to 5% of travel may be required

Please apply at <https://jobs.georgetown.edu> Job Number "20141771-Program Assistant" by January 12, 2015. Please specify where you found the job advertisement. No phone calls please.

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