

SENIOR PROGRAM MANAGER – Kathmandu, Nepal

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 U.S. foundations and government agencies, including the U.S. Agency for International Development (USAID).

OVERVIEW OF FACT PROJECT IN NEPAL

The Fertility Awareness for Community Transformation (**FACT**) Project in Nepal aims to foster an environment where women and men can take actions to protect their reproductive health throughout the life-course. As a research, intervention, and technical assistance project, FACT is testing solutions for increasing fertility awareness and expanding access to Fertility Awareness Methods (FAM) at the community level, with the goal of reducing unintended pregnancies and improving reproductive health outcomes. The FACT Project in Nepal is a five-year project funded by USAID and USAID/Nepal and implemented by IRH in partnership with Save the Children. The Ministry of Health and Population (MOHP), represented by the Family Health Division (FHD), is a critical stakeholder.

POSITION SUMMARY

The **Senior Program Manager** is responsible for providing strategic guidance for project implementation, monitoring work plans and budgets, and coordinating partner activities. The Senior Program Manager is expected to have a strong understanding of project goals, approaches and partnerships and represent the project to local stakeholders and donors. S/he will promote collaboration between stakeholders in order to ensure cohesive, unified and efficient project implementation. S/he will also supervise a Research Officer, whose work will include qualitative and quantitative research and monitoring, learning, and evaluation (MLE) activities, including monitoring the success of the projects by ensuring high quality research and monitoring data collection, preparing reports and disseminating results.

The position will be based in Kathmandu, with travel to five districts, one in each of Nepal's five development regions. This position will report to the Senior Research Officer at IRH headquarters (HQ).

The period of contract for this position is approximately one year, January – December 2015, with potential for renewal.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1- Program Management and Administration

- Have a complete understanding of the project's goals, objectives, target groups and approaches;
- Apply strategic and innovative vision to drive project progress, ensure stakeholder engagement, and overcome any implementation obstacles that the projects may encounter;
- Manage a detailed implementation plan, including assuring division of tasks, definition of roles and responsibilities, and project oversight in collaboration with implementing partner;
- Assist in the hiring, training, and direct supervision of a Research Officer
- Establish strong relationships with implementing partner and stakeholders to obtain their input into research design, analysis, interpretation and application;
- Maintain close communication with IRH HQ staff, implementing partner, stakeholders and donors to support successful project implementation;
- Oversee timeliness and quality of partner meetings and guide planning, implementation and supervision of workshops;
- Ensure accurate and timely reporting (written and verbal) to IRH HQ staff on project processes, deliverables and finances;
- Foster a learning agenda among partners, stakeholders and donors.

2- Communication/Technical Writing

- Prepare and deliver high-quality presentations on project progress and results;
- Support the preparation of technical content for program reviews and blogs;

- Write/edit reports, technical briefs, and peer-review articles;
- Contribute to the development of other materials related to project strategy, implementation, and results.

3- Representation, Networking and Collaboration

- Maintain good working relationships with donors and implementing partner and seek opportunities to coordinate activities with service delivery channels and local structures;
- Liaise with donors, government entities and implementing partner to identify best practices;
- Represent IRH in relevant forums and develop/maintain relationships with implementing partner and other stakeholders.

Other tasks in line with the essential functions/responsibilities mentioned above may be required.

QUALIFICATIONS

Education

- Post-graduate degree in public health, anthropology, sociology, demography, or a related social science field.

Experience

- Minimum of 5-7 years' professional experience conducting service delivery research in the area of sexual and reproductive health;
- Research and/or program experience in family planning/sexual and reproductive health and gender equality;
- Familiarity with research processes and utilizing research to develop and assess sexual and reproductive health interventions;
- Program monitoring and evaluation experience;
- Experience synthesizing and using data/evidence for decision-making and program design;
- Experience working on community-based initiatives with government leaders/officials (key decision-makers) and other stakeholders in decentralized settings;
- Experience in technical analysis and writing, with proven ability to produce research protocols, technical briefs, and journal articles;
- Proven expertise in leading meetings, working with partners and managing complex projects;
- Experience developing and monitoring annual work plans and budgets;
- Experience working in diverse settings, including with disadvantaged groups and in rural areas;
- Thorough understanding and existing relationships with USAID/Nepal's Family Planning/Reproductive Health priorities and procedures and the Family Health Division's interests and concerns.

Skills

- Knowledge of sexual and reproductive health and gender; knowledge of behavior change communication and promotion desired;
- Strong written and verbal communication skills as well as a proven ability to document and articulate results for diverse audiences;
- Ability to design and implement service delivery research with strong skills in study design and instrument development;
- Capacity to compile and report data for key programmatic output, outcome, and impact indicators including routine data validation;
- Demonstrated ability to work in a collaborative, professional fashion and communicate with partners, and colleagues with a high level of tact and diplomacy;
- Proficiency in Microsoft Office programs (e.g. Microsoft Word, PowerPoint, Access, and Excel) and other computer applications (e.g. Google applications and documents);
- Demonstrated competence in research and evaluation ethics and standards of quality;
- Fluent spoken and written English and Nepali required, proficiency in local languages preferred;
- A reliable manager and team player, with the ability to meet high performance standards and lead teams in meeting and/or exceeding expectations and goals;
- Strong analytical and problem-solving skills;
- High attention to detail and self-starter mentality.

Please email resume and cover letter to irhresumes@gmail.com with the subject line "Senior Program Manager - Nepal" by December 23, 2014. Please specify where you found the job advertisement. No phone calls please.

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