

Summer Associate, Passages and Tékponon Jikuagou Projects

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 FP. 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

IRH seeks a Summer Associate to support effective implementation of project activities from May through September 2016 during a key staff person's maternity leave. This term position has two key roles. Firstly, this person will provide critical support for the [Passages Project](#), including coordination of the Growing Up GREAT Study on very young adolescents (VYAs) ages 10-14 years in DRC, planning for and implementation of two realist evaluations, and support for the annual partners meeting in July. Second, s/he will support key end-of-project and dissemination tasks under the [Tékponon Jikuagou Project](#), including finalization of the final report writing process. S/he may also perform administrative tasks related to these responsibilities, including scheduling meetings, planning travel, completing contract documents and payment requests for partners, and reviewing cross-project resources. The ideal applicant will have strong program management skills, some research experience, and a background in sexual and reproductive health. Specific experience or interest in youth, gender, or social norms is highly desirable. The position is based in Washington DC, and will report to the Senior Research Officer of the Passages Project. Given the variety of activities, the position holder will work closely with relevant Passages and Tékponon Jikuagou team members to complete different tasks.

ESSENTIAL FUNCTIONS

Passages Project (70%)

1. Coordinate Growing Up GREAT Study
 - Support finalization of rapid assessment report of in-school and out-of-school VYA in urban Kinshasa: The report is being drafted by JHU and finalization may include creation of charts or tables, inserting and checking citations, copyediting and formatting for sharing with the donor.
 - Organize regular study team calls, including bi-weekly calls with the Kinshasa-based Project Coordinator and monthly calls with the US-based VYA Study Team partners: this may include scheduling meetings among multiple partners, developing agendas, managing conference call logistics, and taking/circulating notes
 - In collaboration with the Program Associate and Operations team, support management of partner subagreements: this may include processing modifications for the bridge period (July-September) or new fiscal year starting in October, reviewing invoices and processing payments, and filing financial documents.
 - Monitor implementation of activities against approved study work plan, together with Senior Technical Advisor
 - Coordinate and support the development of literature reviews and other outputs in relation to the study, as necessary
2. Support Realist Evaluation of Normative Interventions and Scale-Up Task Team
 - In collaboration with the Senior Technical Advisor and Operations team, develop Memoranda of Understanding and/or contracts for organizations implementing normative interventions: this may include drafting scopes of work and budgets; collecting study, intervention, and financial information, and completing required documentation for submission to Georgetown University.
 - In collaboration with the Program Associate and Operations team, manage consultant contracts: this may include processing modifications as contractual activities change or end, reviewing deliverables, and processing consultant payments.

- Travel preparations for realist evaluations in Niger and Senegal: this may include booking air travel and accommodations, completing necessary travel authorization documents, visa requests, coordinating travel schedules and transport, and processing travel reimbursement requests.
- Ad hoc support for Scale-Up Task Team activities, including supporting development of a Diagnostic Tool to prioritize norms addressed in interventions, formatting guidelines to conduct realist evaluations and other training materials, ensuring correct translation of materials into French, and helping to finalize other scale-up materials determined necessary

3. General Program Support & Administration

- Work closely with the Program Associate for Passages to support organization of Annual Partners Meeting (week of 25th July): this may include securing a venue and refreshments, issuing invitations, providing travel support, developing an agenda and other key documents, preparing/finalizing presentations, and other tasks as needed.
- Participate in bi-weekly Project Management Team Meetings.

Tékponon Jikuagou (30%)

1. In collaboration with the Senior Technical Advisor coordinate drafting of Final Project Report to USAID: this includes ensuring chapter drafts are received in a timely way from a diverse writing team across countries, tracking progress among contributors and issuing reminders, reviewing and proofing drafts, and liaising with consultants.
2. Work with Cohort Study team to organize a writing workshop (week of 27 June) for key contributors: this may include travel support for field staff attending from Benin, securing a venue and refreshments, and providing other planning and support as necessary.

KEY TEAM MEMBERS

Supervisor: Kim Ashburn, Senior Research Officer (Passages Project)

Passages Team: Courtney McLarnon-Silk, Program Associate; Susan Igras, Senior Technical Advisor; Christina Juan, Research Officer

Tékponon Jikuagou Team: Susan Igras, Senior Technical Advisor; Christina Juan, Research Officer; Tori Steven, Program Associate

QUALIFICATIONS

- Bachelor's degree required, with Master's degree preferred, in public health, social sciences, or international development.
- At least 1-2 years of relevant experience with public health or non-profit program management
- Familiarity with U.S. Federal Regulations, and experience with USAID-funded projects desirable
- Experience living and working in developing country context highly desirable
- Knowledge of family planning and women's health issues in developing country settings desirable

Please email CV, references and cover letter to irhresumes@gmail.com and jk438@georgetown.edu by April 22 with the subject line "Summer Associate". Please specify where you found the job advertisement. No phone calls please.

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