

## **IRH DRC COUNTRY COORDINATOR POSITION DESCRIPTION**

**Location:** Kinshasa, Democratic Republic of Congo (local-DRC hire position)

**Language requirements:** French (proficient), English (intermediate-proficient)

### **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 Institute for Reproductive Health at Georgetown University (IRH) seeks a Project Coordinator for its Passages Project, a research, intervention and technical assistance project focused on transforming social norms for sexual and reproductive health. Firmly based in social science theory on social norms and implementation science approaches that consider real-world programmatic experience, Passages will bridge the gap between science and effective policy and practice through activities in three work streams:

- 1. Research work stream:** establish evidence base on scalable social norm change intervention pilots and replication studies
- 2. Practice work stream:** assess and provide technical assistance and catalytic support for scaling social norm change interventions
- 3. Global leadership work stream:** advance knowledge dissemination and utilization of social norm change interventions

Applying implementation science principles, IRH alongside partners, FHI360, JHSPH (GEAS), PSI, Save the Children and Tearfund aim to explain what makes interventions effective in real world contexts; address socially complex issues including gender inequality, stigma and violence related to family planning (FP), healthy timing and spacing of pregnancies (HTSP), sexual and reproductive health (SRH), and focus on scalability, considering cost, complexity, and adaptability. In doing so, the Passages project aims to increase use of modern FP and improve healthy timing and spacing of pregnancies by youth and first-time parents.

IRH is currently recruiting a Project Coordinator (PC) to lead, support, monitor and ensure coordination on the ground through the life of the Passages project in Kinshasa, DRC. The PC for DRC is the local manager and technical resource person who will support implementation of all ongoing projects. The PC will work proactively with study and implementation officers and managers from the consortium and will report directly to IRH/Washington. They will have overall responsibility for coordinating all technical, financial and reporting activities for the Passages studies in DRC.

The ideal applicant will have a background in sexual and reproductive health with some experience in the following technical areas: youth, gender, positive male involvement, gender-synchronized programming and gender-based violence. Moreover a technical background in scale-up, social norm intervention and measurement are highly desirable. The successful candidate will have strong skills, project management, monitoring, and evaluation.

## PERIOD OF PERFORMANCE

12-month contract terms, for annual renewal pending performance and funding

## ESSENTIAL DUTIES

### 1. Program Coordination and Management (45%)

- Have a complete understanding of all components of the Passages project goal/purpose, objectives, methodology and partnerships, and apply strategic and innovative vision to overcome any obstacles concerning DRC coordination on Passages work
- Manage project coordination between project implementing partners in DRC to ensure effective execution of research and implementation tasks and a cohesive and supportive in-country consortium, including calling and chairing monthly project coordination meetings and Technical Advisory Groups (TAGs), and sharing reports of discussions thereafter with IRH-HQ
- Support/provide continued skills and capacity building among implementing partners
- Represent the DRC Passages project to the global consortium level, including at the annual partners meeting
- Manage organizational relationships with PSI/ASF, Tearfund, Save and KSPH senior managers in DRC and their in-country partners, and support effective working relationships between their DRC and HQ
- Maintain ongoing communication with, and reporting to, IRH/Washington staff; gather, analyze and share with IRH-HQ information relevant to security and political developments in DRC that are likely to impact the Passages Project
- Ensure accurate, timely financial and technical reporting on project processes and deliverables
- Work with ASF and IRH HQ to ensure timely payments of contractors, vendors, and contract staff
- Manage and support DRC-based activities for the Regional Community of Practice (CoP) to strengthen work within Francophone Africa on normative change for adolescent sexual and reproductive health
- Supervise and guide the work of an administrative support staff member for the Passages project in the DRC
- Manage the Passages DRC country budget, including monitoring and authorizing expenditure related to the IRH DRC office, meetings, and travel

### 2. Program Support, Advocacy and Leadership (25%)

- Represent and speak on behalf of the project in the DRC to Government Ministries, USAID Mission, INGOs, NGOs and other relevant stakeholders, including making presentations at in-country forums
- Maintain good relations and ongoing communication and meetings with relevant stakeholders in the DRC, particularly the Ministry of Health (MOH), Ministry of Education, Ministry of Woman, Family and Children, , Ministry of Social Affairs, other government ministries where needed, USAID and other donors and FP-focused partners
- Lead on the identification of new local and international stakeholders, and develop joint collaborative initiatives between the Passages project and these organizations
- Identify and pursue new funding opportunities and resources within the consortium
- Explore opportunities to integrate social norms approaches, including those in the Passages package, into the MOH's high impact practices
- Guide and promote youth engagement within the DRC project activities
- Oversee and support scale-up across the DRC project activities, including developing scale-up strategies, seeking opportunities to bring new resources to scale-up implementation and learning, coordinating Passages activities with service delivery and support activities, identifying and pursuing with consortium partners funding opportunities

### 3. Research & Monitoring, Learning and Evaluation (20%)

- Coordinate the development, submission, and renewals for the local IRBs for the Passages research activities
- Provide technical input towards the Passages research and costing activities within the DRC
- Lead on, supervise and undertake research activities for Passages within the DRC, including the use of the social norms exploration tool, overseeing ethnography, etc.
- Co-manage local research firms within the DRC contracted to work on the Passages project, such as ensuring effective baseline and endline data collection

- Act as the IRH focal person for M&E on the project within the DRC, supporting quality control across reporting and a sense of shared responsibility for the project's achievements and impact
- Represent the Passages IRH DRC work within the project M&E working group
- Monitor project activities regularly to ensure data for project indicators are collected, and provide support where needed to partners
- Review and provide input to consortium partner reports and M&E data submissions
- Foster a learning environment and evaluation perspective among Passages consortium members in the DRC by use of evidence for decision-making, including coordinating M&E data reflection meetings and cross-learning between TM and GuG
- Document and disseminate project achievements and deliverables, including high-level results, success stories, lessons learned and best practice emanating from the Project
- Contribute to efforts to analyze, publish and disseminate program and research outcomes, including attending meetings and conferences as assigned

## **POSITION REQUIREMENTS**

- Post-graduate degree in Sociology, Anthropology, or related social sciences field, or Public Health; PhD desired but not required
- Minimum of 5-8 years' experience with project management, with minimum of 3 years in applied or service delivery research
- At least 3 years of supervisory experience
- Experience supporting project budgeting and overall financial project management
- Proven expertise facilitating collaborative work with partners engaged in complex projects, including demonstrating participatory and collaborative leadership
- Experience working in community mobilization or behavior change programs in the domain of sexual and reproductive health, particularly with diverse partners in community-based settings
- Experience in senior management tasks, including national and global representation
- Strong analytical skills, not just in communicating programming and data to diverse audiences, but also in navigating shifting political environments
- Demonstrated ability to communicate effectively with partners, and colleagues with a high level of tact and diplomacy
- Ability to display good judgment on complex issues and decisions and take proactive steps
- Knowledge and experience relating to M&E techniques and tools
- Capacity to interpret global and local trends and events impacting on the Passages Project
- Work independently and proactively, including effectively managing own tasks and workload

## **TO APPLY**

Please email [lea.satta@georgetown.edu](mailto:lea.satta@georgetown.edu) with CV, references and cover letter addressed to Lea Satta with a subject line of "Passages Project Coordinator, DRC" by November 15, 2016. No phone calls please.