

PROGRAM OFFICER I POSITION DESCRIPTION

ORGANIZATIONAL OVERVIEW

Development International seeks a Program Officer-1 to work with the Georgetown University Institute for Reproductive Health (IRH). 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 (FP), 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

The Program Officer-I (PO-I) will support effective implementation of a research initiative to build evidence on cross sectoral and lifecycle approaches to changing social norms. The initiative seeks to deepen understanding of normative change across sectors and strengthen cross-sectoral gender norms programming, create a framework to address men's cross sectoral needs throughout the lifecycle, support evaluation research of prevention programming in Uganda, and generate evidence related to the sustainability of normative interventions and behavior change through a retrospective assessment of normative change programs in the Latin American and Caribbean region.

The Program Officer-I is responsible for leadership and management of assigned projects related to research activities, partner coordination, work planning, reporting, communications, budget and contracts/administration. S/he will have strong project management skills, a background in international development, and experience in conducting research including key informant interviews and literature review. The ideal candidate will have experience or interest in gender norms, masculinities, and life-cycle approaches to development. International travel may be necessary.

PERIOD OF PERFORMANCE

Full time, 1 year

ESSENTIAL FUNCTIONS

- Provide support to research including desk and literature review, key informant interviews, and surveys. S/he will also design/review research materials and produce briefing and synthesis documents/reports for meetings and technical consultations. S/he will also support IRB ethics applications and reporting
- Coordinate technical advisory group, including maintaining communication with group members, documenting consultations, identifying research questions, and sharing information
- Support preparation for and implementation of research, including communicating with program and research partners, maintaining timelines and documentation of research activities, and planning for and supporting implementation of research
- Identify and explore opportunities for cross-sectoral work on gender norms; develop a framework to address men's cross-sectoral needs
- Oversee project coordination and partner collaboration to ensure timely communication, information sharing, and project implementation
- Coordinate and support work planning, budgeting, and reporting

- Assist in the preparation and monitoring of contractual agreements with organizations and consultants; monitor, review, and manage approval of invoices
- Facilitate efficient communication with donors, partners, and consultants; establish and implement systems for partner, consultant, and field communication
- Participate in communicating of the project's vision, activities, and research results; develop/review external-facing presentations, website content, blogs, briefs, and reports

OTHER FUNCTIONS

- Organize study meetings and events (e.g. study teams, regular donor meetings, technical expert group meetings)
- Support new business development initiatives as needed
- Represent IRH at meetings and events

POSITION QUALIFICATIONS

Education

- Master's degree in international development, social sciences, public health or a related field

Experience

- 3-5 years of experience implementing or managing international public health programs, preferably USAID-supported projects
- Program management and/or program coordination experience required
- Demonstrated ability to work effectively and ethically in international settings with multi-cultural teams and with technical and administrative staff and consultants
- Proven expertise facilitating collaborative work with diverse partners engaged in complex projects; demonstrated ability to communicate effectively with these partners and colleagues and build strong professional relationships and networks

Skills

- Excellent written and verbal communication skills in English, including the ability to convey complex concepts in a clear and concise way and to help stakeholders act on the information
- Knowledge of donor rules and regulations, with particular emphasis on USAID
- Ability to manage and coordinate diverse tasks and facilitate relationships among multiple parties
- Demonstrated ability to multi-task and to respond to changing situations in a flexible manner
- Expertise preparing thorough, well-written, and concise documents
- Sensitivity to cultural differences and understanding of the political and ethical issues in assigned areas
- Ability to work and effectively communicate across operations, program, and research teams
- Ability to work well in a team environment
- Ability to work efficiently independently
- Organizational skills and attention to detail
- Good presentation skills
- Proficiency in all programs in the Microsoft Office Suite; experience in other computer programs desired
- A deep commitment to global health and development issues
- Fluency in Spanish (3S/3R or higher per US foreign service levels); ability to read complex reports and peer review manuscripts is preferred but not required

TRAVEL: International travel may be necessary up to 10% of the time

Please email resume and cover letter to irhresumes@gmail.com with the subject line "Program Officer." Please specify where you found the job advertisement. No phone calls please.

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