

01 SENIOR PROGRAM OFFICER



fhi360

- PARTENAIRE FINANCIER : USAID/Mali

TITLE OF POSITION: SENIOR PROGRAM OFFICER	
PROGRAM: EpiC	Based on Bamako
BAND : LL	TYPE of Position: National; CDD

Introduction :

FHI 360 is an international development organization with a rigorous and evidence-based approach. Our professional staff includes experts in health, nutrition, education, economic development, civil society, environment, and research. FHI 360 works from 60 offices with 1,100 employees in the United States and around the world. Our commitment to partnerships at all levels and our multidisciplinary approach enable us to have a lasting impact on the individuals, communities, and countries we serve, improving the lives of millions of people. We are hiring a qualified candidate for the position of **Senior Program Officer** for Mali country office.

JOB SUMMARY:

The Senior Program Officer provides technical assistance in the implementation of activities related to Key populations (KPs), Priority Population, and Gender Based Violence (GBV).. S/he will provide administrative and project support, in addition to communication efforts related to program management and execution. Ensures compliance with internal and external regulations. Monitors budget for programs and develops monitoring system for reviewing project status. Ensures completion of program objectives while adhering to budget, scope, and schedule requirements. Develops/Reviews work plans, prepares presentations, and supports other related program objectives and deliverables

Essential job functions: duties and responsibilities:

- Provide technical leadership in developing strategies and interventions to improve the quality and responsiveness of HIV prevention programming and service delivery for KP/PP.
- Provide technical assistance and mentorship to other project team members and facilitate technical capacity assessments in efficacious, evidence-based HIV prevention for key populations.

Providing support to program management such as troubleshooting, updating work plans and monitoring program activities.

Tracking performance against project timelines, budget, objectives, and deliverables.

Assisting with the preparation of project administrative reports and documenting program activities and deliverables for assigned portfolio

Ensuring timely implementation and achievement of project performance objectives and deliverables.

Contributing to the EPIC project annual work planning and budgeting processes.

Ensuring compliance with FHI 360 procurement and financial reporting procedures

Contributing to Drafting and submitting program agreements, (subcontracts, purchase orders, sub-award, consultant agreements, etc.) in a timely manner.

Serving as the liaison for internal units, such as Accounting and Contracts,

Maintaining and updating project tracking sheets for deliverables, narrative reports, and accruals, as well as maintaining relevant project files.

Deliverables.

- Develops reports, briefing papers, and presentations as necessary for the project.
- Ensures timely implementation, and monitors project activities against work plans.
- Identifies resource development opportunities and supports development of proposals.
- Assists with budgeting and writing proposals.
- Provides technical input to the project, including monitoring and evaluation.
- Mentors staff and provides training on systems, policies, and regulations.
- Ensures integrity of design and implementation of program in the Districts.
- Provides timely and high-quality work plans with programmatic, financial, technical reports.
- Develops and monitors budgets. Ensures accountability of all project activities.
- Ensures achievement of project performance objectives and deliverables.
- Develops and maintains relationships with government agencies, and other organizations.

Rapports to:

EpiC project Director



Knowledge, skills, abilities, expertise and complexity:

- Minimum of 5 years' experience with program management, cross-cultural communications
- Articulate and professional and able to communicate in a clear, positive fashion with clients and staff.
- Must understand PEPFAR/USAID Technical guidance requirements for HIV Programming for Key and priority Populations
- Demonstrated understanding of national policies, strategies and guidelines especially for KP/PP HIV programming and GBV prevention and response services
- Proven track record of implementing programs requiring participation of government and community stakeholders
- Strong interpersonal skills; ability to build partnerships and consensus, within teams and with other stakeholder.
- Good interpersonal, organizational and written / verbal communication skills
- Ability to analyze and interpret data, identify errors and prepare reports
- Fluency in written and oral English and French
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Minimum Requirements

Master's Degree in Knowledge/Information Services, Communications, Education, Environment, Health, Behavioral, Life/Social Sciences, International Development, Human Development or Related Field with 5-7 years' experience or degree in Life/social sciences, public health, health or related field from a recognized University with 5-7 years' experience in providing technical leadership in HIV Prevention at national or regional level.

FHI360 provides an inclusive work place and provides equal opportunity without distinctions of race, age, gender, ethnicity, and religion.

- **Application files must include:**
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- A cover letter stating the job title plus salary claim
- An updated detailed CV.
- Certified copies of diplomas and work certificates.
- Contacts of two professional references (Direct Supervisors are preferred);
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- Applications must be submitted by **November 15 ,2024 at 5 pm** only following the email address: **Mali.Recrutement@fhi360.org** (mailto:Mali.Recrutement@fhi360.org);

Please indicate in the subject line of the email the title of the position: **“SENIOR PROGRAM OFFICER”**.

Applications from women and persons with disabilities are strongly encouraged.

NB : Seuls les candidats présélectionnés seront convoqués pour les interviews.

Les dossiers de candidatures ne seront pas retournés.



[FORMATIONS \(/Formations-1\)](#) [DEMONSTRATION OF INNOVATIVE PROJECTS \(/Demonstration-Of-Innovative-Projects\)](#) [FORUM \(/Forum\)](#)
[ARCHIVE APPELS D'OFFRES \(/Archive-Appels-D-Offres\)](#) [ARCHIVES OFFRES D'EMPLOI \(/Archives-Offres-D-Emploi\)](#)

	Adresse e-mail	S'ABONNER
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