

JOB DESCRIPTION

Position:	Senior Program Officer/Project Grants Manager (6.0) A2Z Center for Nutrition
Supervisor:	Director, A2Z Project
Grade:	6
Starting Salary:	Within the Grade 6 salary range and commensurate with education & experience
Project Duration:	The duration of this project will be 09/1/2005 to 9/30/2011
Project Summary:	A2Z, USAID Micronutrient and Child Blindness Project's mandate is to implement and strengthen micronutrient programs to improve the nutrition and health of vulnerable populations; provide global technical leadership in micronutrients; and support organizations which work to prevent child blindness. A2Z will expand coverage of vitamin A, zinc, anemia reduction, and iodine interventions primarily through country and regional programs. Through the Child Blindness Program, A2Z will expand and strengthen local eye care services providing care to children and vulnerable populations.
Position Summary:	The Senior Program Officer/Grants Manager is the primary management and technical point person for the USAID Child Blindness Program. This staff member will oversee the grants review and selection process, ensure selected projects meet their contractual obligation to deliver quality eye care services according to AED and USAID regulations and requirements, and report results across the program to USAID and other stakeholders. The Grants Manager reports to the Project Director. The Grants Manager also works in close collaboration with USAID to ensure program objectives are met and to guide the overall direction of the Program.
Essential Job Functions:	Responsibilities may include, but are not limited to, the following: <i>IR3 Child Blindness Program management:</i> Provides management leadership for entire grant award

process, including development of Request for Applications (RFAs). The Grants Manager coordinates and participates on the proposal review panel to score and select grant recipients to ensure they meet Child Blindness Program objectives and comply with USAID and AED rules and regulations. The Grants Manager also coordinates the procurement process with the Contracts department to issue the grant awards, ranging from \$25,000 to \$500,000. Serves as principal contact for all grant applicants and other potential partners, developing RFA FAQ documents and responds to additional requests for information.

Strategic leadership in development of emerging priority areas for Child Blindness Program. Develop clear recommendations based on site visits to project sites, program results to date, project implementation challenges, discussions with USAID, and grantee input.

In collaboration with USAID, determines needed activities under Child Blindness Program in addition to grants mechanism. Potential activities include global advocacy efforts, research, and training/capacity-building initiatives.

Operations management of projects:

Lead management and technical oversight of all grant-funded projects. IR3 has a portfolio of 37 projects in Asia, Africa and Latin America. Each project has its own 9 month to 2 year workplan, objectives and targets which are monitored on a daily basis. Given individual project timelines, Project Grants Manager must support intervention start-ups and close-outs simultaneously.

The Grants Manager serves as the liaison between the grantee organizations and AED to ensure contractual obligations for the projects are met and to process contractual actions such as specialized equipment purchases, deliverables, modifications, and closeouts.

The Grants Manager is expected to notify the Project Director of any grantee projects unable to meet with their obligation and work to remedy these situations as they arise.

Financial and technical monitoring of projects:

For each grantee activity, the Grants Manager leads to

ensure that individual project budgets and workplans adhere to stated targets. In addition to monitoring individual grantee activity budgets, Grants Manager oversees IR3 Program budget which at current obligation levels is approximately \$2-3 million each fiscal year. Grants Manager prepares monthly accruals, tracks budget spending, and develops budget analysis tools as requested by USAID.

Grants Manager coordinates the quarterly reporting process when each grantee project submits requests for reimbursements, and reports financial status, monitoring and evaluation data and a narrative report on progress.

Grants Manager reviews and provides individual feedback on all financial, performance, and M&E reports to each grantee organization. Analyzes all of the information provided and prepares cumulative financial, M&E, and performance reports for submission to Project Director, USAID, and Office of Legislative and Public Affairs (LPA) as requested.

Works closely with the Project Director to remedy any financial or performance issues to ensure smooth implementation, reporting and tracking of the individual project.

Monitoring & Evaluation:

Conduct site visits to selected grantee organizations to directly observe project implementation, provide project management support, train on USAID and AED rules and regulations, contribute to M&E design, data collection, and document grantee experiences.

Collaborate with grantees to develop and adjust M&E indicators and annual service delivery targets.

Review M&E quarterly reports and analyze data trends and gaps. Compile and report information in A2Z IR3 global database which is shared with USAID on a quarterly basis and is utilized to fulfill regular information requests from other government agencies or offices.

Knowledge Management:

Maintain operations manual to document process for each grant cycle coordinated under A2Z. Compile and organize all grant materials.

Document overall Child Blindness Program and individual grantee experiences through grantee briefs, summary reports, and web features.

Organize and maintain all project documents and files related to grant process and individual grantee activities.

Compile and adapt Program materials for dissemination on A2Z Child Blindness Program website.

Represent A2Z/USAID Child Blindness Program to communicate program achievements and experiences to eye care community and broader audience. Present at global forums such as Unite for Sight conference and stakeholders meetings.

Reporting to USAID:

Summarize findings of project quarterly reports; identify trends, barriers to the delivery of services and key achievements for individual projects as well as across the portfolio of the program.

Produce and ensure completion of all required IR3 Program deliverables, including but not limited to, quarterly reports, semi-annual and annual reports, workplans, and annual budgets.

Documentation of Child Blindness Program experience and grantee project lessons learned:

Develop parameters for documentation and communication activity for FY10 and FY11, including scope of work for A2Z and/or selected grantee partners to produce a case study on education and rehabilitation activities. Develop a scope of work for a consultant to carry out an assessment of the Child Blindness Program in FY11. Collaborate with Communication staff to produce and disseminate case study findings to eye care community, child survival, and broader audience.

Additional Responsibilities:

Liaise with other A2Z staff such as knowledge

management and M&E to ensure coordination of field activities, technical assistance, information dissemination, research, reports, deliverables (including tools and materials) or other monitoring, as requested by Project Director.

Manage fielding of consultants to various grantees, including tracking and preparing work orders, advances and fee payment requests, monitoring, tracking deliverables and reports, and subsequent follow-up.

Maintain and update specific project and related correspondence files, tracking and status sheets, and databases.

Assume additional responsibilities of a programmatic/financial/administrative nature as position may require.

Research programmatic topics by conducting literature review searches, gathering and ordering articles.

Other duties as assigned by supervisor

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with a job.

Education:

Bachelors in one of the following or related fields: Management and Public Health required or equivalent combination of education and work experience. Masters preferred.

Experience:

6 year(s) of relevant experience required

Specific Knowledge Requirements:

At least six years experience in program management and support, ideally including managing a grants program.

Experience in evaluating public health programs in the developing world desirable. An equivalent combination of education and experience is acceptable.

Thorough knowledge of and at least three (3) years experience working with, USAID rules and regulations.

Prefer candidate with experience with AED contracting and financial management and AED policies and practices.

High degree to computer literacy with excellent knowledge of word processing and spreadsheet software applications required (WordPerfect for Windows and/or MS Word; MS Excel).

Oral and written proficiency in a second language, (Spanish) is preferred.

Special Requirements: This job will require a criminal background check.

Skills: Ability to initiate and implement activities with minimal oversight and supervision, assess priorities, and competently complete a variety of activities with a high level of accuracy and timeliness;

Excellent interpersonal, verbal and communication skills combined with problem-solving skills;

Proven ability to concurrently handle and prioritize multiple tasks for multiple projects; excellent organizational skills and attention to detail;

Excellent communications skills, including writing and editing facilities;

Strong cross-cultural and interpersonal skills; ability to interact effectively with a variety of people and organizations;

Financial management skills required;

Proficiency with Microsoft Word, Excel, PowerPoint, Access.

Additional Information:

Supervisory Responsibilities:

Supervision of interns as required, ensuring the intern(s) carry out their assigned duties in a timely, efficient and smooth manner while adhering to AED and USAID policies and regulations.

Equipment To Be Used:

Computer (Desktop & Laptop), Telephone, Copy Machine, Fax Machine, Scanner, Printer, LCD Projector

Typical Physical Demands:

Must be able to sit in an office for extended periods of time.

Working Conditions including Travel and Overtime:

Must be able to work in a fast-paced working environment.

Ability to travel up to 20% or as necessary (some domestic, mostly international).