

POSITION: Program Manager

LOCATION: Kisian, Kenya

REPORTS TO: Operations Director

Program description: The Henry M. Jackson Foundation Medical Research International (HJFMRI) provides scientific, technical and programmatic support services to global medical research programs. Through an agreement with the US Centers for Disease Control and Prevention (CDC), HJFMRI provides administrative support for research activities related to HIV, malaria, TB and other infectious diseases conducted by our Kenya-based implementing partner, Kenya Medical Research Institute (KEMRI).

RESPONSIBILITIES:

1. Serve as the primary interface between the implementing partners and HJFMRI; Liaise and facilitate information flow between program functional areas, scientific advisors, researchers, collaborators and HJFMRI offices.
2. Define project plans, goals, deliverables, and deadlines. Ensure donor requirements and deliverables are completed and submitted on time.
3. Collaborate with the study and finance teams to develop budgets and monitor program expenditures in accordance with approved budgets.
4. Must ensure that all projects are closed in the appropriate time and within budget.
5. Provide ad hoc support in drafting and reviewing technical reports.
6. Assist supervisor with personnel actions including hiring, training and providing inputs for annual appraisals of the program staff.
7. Coordinate and approve the initiation and processing of purchase orders, supply sources, work orders and maintenance and renovation requests. Authorize invoice payments.
8. Assist with the preparation of requests for contract actions and proposals.
9. Develop best practices and tools for project execution and management.
10. Ensure compliance with donor, Foundation and governmental requirements.
11. Must have experience working in the field and with the community. They would need to be engaged with activities that are happening at the community and village level and need to be able interact with stakeholders within that subset population and it is expected that he/she would spend 25% of his/her time in the field.
12. Perform other duties as assigned by the HJFMRI Operations Director.

QUALIFICATIONS:

1. MA or MSc. in Public Health, Microbiology, Epidemiology or related field.
2. At least 6+ years of project planning and management experience with public health projects.
3. Must have 4+ years working experience managing activities funded by the US Government.
4. Must have 4+ years of budget monitoring experience.
5. Lab or clinical research study experience desired.
6. Strong communication and team skills are required.
7. Must be pro-active and a self-starter.
8. Computer literacy with proficiency in Microsoft applications. Advanced knowledge of Microsoft Excel is required.
9. No criminal record.

COMPETENCIES:

Required Knowledge, Skills, and Abilities: Knowledge of organizational objectives, ability to work completely independently; ability to use sound judgment in solving problems; ability to coordinate many complex systems and programs at the same time; excellent communication and interpersonal skills. Experience with international program management desired.

For more details on duties and responsibilities, visit our website on www.hjfmri.org. Submit CV, cover letter, testimonials and list of references as attachments in a zipped folder with the applicants name and sent to nairobijobslogin@hjfmri.org by 14th February 2019. The email subject line should be "Program Manager".

HJFMRI is an equal opportunity employer. Only shortlisted candidates will be contacted.