

*Counterpart International helps people build better lives and more durable futures, community by community. We equip individuals, organizations and communities - our counterparts - to become solution creators in their own families, communities, regions and countries. We work with them in some of the world's most challenging places to tackle social, economic, environmental, health and governance issues that threaten their lives and undermine their futures.*

*For more information on Counterpart, please visit our website at [www.Counterpart.org](http://www.Counterpart.org)*

Program/Project Manager - Salary range = \$72,000 - \$123,000

Counterpart International is currently seeking a Program/Project Manager (PM) to provide HQ oversight and support to Counterpart's West Africa Governance portfolio. The (PM) will liaise with all departments at HQ to provide strategic, technical, and operational guidance to help meet programs' goals and objectives. The (PM) will provide a broad management support ensuring all transactions meet financial, administrative and compliance requirements. The SPO will contribute to proactively building Counterpart's reputation, technical capacity and resource base in the organization and in the growth of the Global portfolio. The Program/Project Manager will be also responsible for a range of business development opportunities, including research, capture and proposal writing. This is a full-time position based in Arlington, VA. This position will report to the Director - Governance Programs.

### **Primary Responsibilities:**

The primary responsibilities for this position are as follows:

- Provide overall HQ program leadership, strategic planning, management and quality control to support the implementation of projects within budget, established time frames, standards of quality, and donor satisfaction. The (PM) will work in close collaboration with the Program Support Unit (PSU) to achieve these objectives.
- Support the development and implementation of annual work plans. Support the field team in establishing programmatic targets, collecting and maintaining program monitoring records, and writing program and financial reports.
- Support, monitor and evaluate program performance through regular tracking of financial and programmatic reports, M&E data, and communication with the field teams.
- Collaborate with the PSU and other relevant departments in project startup and closedown activities.
  
- Monitor program finances and monthly pipelines, and provide guidance to field teams concerning program expenditures, and budget projections working closely with the PSU and HQ Finance Officer and field grants and finance managers.
- Coordinate the process of hiring consultants, overseeing performance to ensure contractual compliance. Working closely with PSU on deliverable management.
- Review and evaluate program work plans, program performance and evaluation plans; ensure their timely implementation.
- Review and evaluate quarterly and final program reports.
  
- Troubleshoot project problems and implementation challenges and identify and implement creative solutions where needed.

- Working closely with the field teams to develop and monitor the grant making and management cycle to:
  - Ensure that solicitations are strategically designed to contribute to the overall programmatic goal;
  - Review sub-recipient grant packages for quality control before they are sent for clearance and signature;
  - Review the grant tracker to ensure timely reporting on payment disbursements and required deliverables, working with subawardees to correct issues or delays;
  - Ensure the cost share requirement is met (if applicable) and booked appropriately, working with PSU to raise concerns over delays in cost-share reporting and proposing alternative sources if required.
  - Ensure teams are in compliance with the new DoA protocol, approval processes and thresholds.
- Identify best practices and lessons learned, and based on that learning, develop suggested amendments/revisions to Counterpart's methodologies as appropriate.
- Support coordination of program implementation activities with internal and external partners and stakeholders.
- Identify and recommend relationships with strategic stakeholders, corporate, non-profit or governmental partners and donors, and with the DGI support negotiations to achieve program excellence.
- Maintain knowledge of issues facing the country offices including the operational environment and potential risks associated with the implementation of awards.
- Support the expansion and diversification of Counterpart's Global Governance portfolio by:
- Participate in the proposal development process including strategic design, partnership strategy and budget development. Provide a range of inputs to support proposal design, including serving as Proposal Manager and Lead Technical Writer (LTW). Provide support to proposal teams as required.
  - Identifying opportunities for growth of the portfolio;
  - Cultivating and leveraging strategic donor relationships;
  - Promoting the organization's ability to meet existing donor and beneficiary needs.
- Represent Counterpart at conferences, professional forums, workshops, events related to Global Initiatives relevant for current program portfolio.
- Other duties as assigned.

Required:

- Bachelor's Degree, plus a minimum of 8 - 10 years' relevant experience, or equivalent combination of education and experience is required, including at least five years of experience managing or backstopping USAID-funded programs.
- Ability to motivate and inspire teams to perform well, producing high quality deliverables throughout project cycle from planning, management, and execution to troubleshooting. Master's Degree preferred.
- Experience designing and/or implementing governance programs including civil society strengthening/civic engagement, CSO organizational capacity development, local governance and decentralization, and/or sectoral governance, such as education and health.
- Sound and demonstrated project management experience, including budget and financial management, and monitoring and evaluation.
- Knowledge of applicable Federal government regulations (FAR, AIDAR, ADS, CFR, OMB).

- Experience with M&E and program planning, implementation and reporting.
- Ability to produce high quality deliverables throughout the project cycle from planning, management, and execution to troubleshooting.
- Strong verbal and written communication skills.
- Strong computer skills, including MS Office Suite program, and web-based research tools.
- Strong and demonstrated inter-personal skills, sound judgment, ability to work with diverse teams.
- Proven multi-tasking skills and attention to detail under time-pressure and on short-deadlines.
- Fluency in English. Advanced French language skills.

Preferred:

- Demonstrated understanding of the operational environment in several countries/regions and technical understanding of civic participation and governance issues in closing civic spaces, is preferred.

Apply online at <https://careers-counterpart.icims.com/jobs/1360/job>

**No calls or emails please.**

*Counterpart International is an [Equal Employment Opportunity \(EEO\) employer](#). It is the policy of Counterpart International to provide equal employment opportunities to all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information.*