

JOB DESCRIPTION

Title: Program Representative
Department: Twinning Center
Location: Gaborone, Botswana
Position: 40 hr/week
Reports To: Regional Country Director, South Africa Field Office

PRIMARY DUTIES:

American International Health Alliance (AIHA) seeks a program representative to work in Botswana and assist in the coordination of activities for AIHA's Twinning Center (TC) projects in Botswana. The program representative will work closely with the AIHA program associate assigned to Botswana. The program representative will also work closely with AIHA partners on general program activities including administration, implementation and reporting. S/He will be in close contact with partners and will coordinate communication; travel logistics, and program activities. He/she will work under the direct supervision of the Regional Country Director in the South Africa Field Office, with guidance from the program associate in Washington, D.C.

ESSENTIAL DUTIES:

- Work with the Twinning Center staff and partners to develop and maintain partnership workplans and budgets making changes and updates as appropriate
- Keep abreast of all partnership activities and maintain close contact with partners and funders
- Review partnership reports and program materials and participate in partnership meetings
- Maintain new and existing partnership monitoring and evaluation systems for program implementation
- Provide substantial logistical support to partners (lead and non-lead) prior to and during exchange visits including but not limited to: assisting partners with visa processing, arranging hotel and meeting spaces, airline and rental car reservations, and translation and interpretation of documents
- Organize partner meetings and other workshops and events as required to support the Botswana twinning program
- Assist in the hosting of volunteers placed in Botswana through the Volunteer Healthcare Corps (VHC)
- Assist AIHA partners and potential partners with technical support issues, questions, needs, or situations that may arise with program implementation
- Serve as an information source on partnership policies, procedures, and program administration guidelines
- Provide partners with needed technical support as necessary
- Respond to inquiries from internal and external sources about AIHA programs
- Provide partnership updates to AIHA staff, partners, and stakeholders on a regular basis

QUALIFICATIONS:

Required:

- Degree and or postgraduate degree in social science and health with minimum of 2-4 years relevant work experience in health and development related programs
- Extensive knowledge of or experience in program management and support procedures
- Proven ability to implement multidimensional projects
- Ability to develop and maintain close relationships with various stakeholders
- Excellent leadership and managerial skills as well as the ability to mobilize resources to ensure program activities are implemented
- Self-starter and strong multi-tasking and problem solving skills
- Ability to work independently as well as in team environment
- Must be very dependable and detail oriented
- Excellent verbal and written communication skills
- Personal and professional maturity and judgment
- Knowledge of public health in particular HIV and AIDS programs
- Fluency in English; local Botswana languages desirable
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook, Access).
- Must be willing to travel 25%

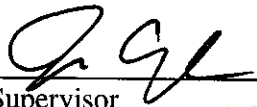
ADA SPECIFICATIONS:


The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

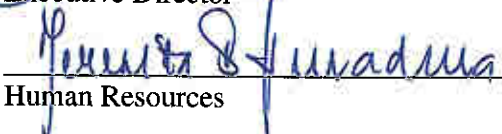
While performing the duties of this job, the employee is occasionally required to stand; walk; sit, use hands to finger, handle, or feel objects, tools or controls; stoop; reach with hands and arms; balance; talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is not exposed to weather conditions. The noise level in the work environment is usually moderate.

Approved:  _____ 4/26/10
Supervisor Date

 _____ 4/27/10
Executive Director Date

 _____ 4/27/2010
Human Resources Date