



JOB DESCRIPTION

PROJECT DIRECTOR

Position Title	Project Director
Department	Program
Location	Washington, DC
Reports to	President and CEO
Supervises	TBD
FLSA	Exempt

SUMMARY

American International Health Alliance (AIHA) is recruiting a Project Director for the anticipated HRSA Health Workforce for HIV and Chronic Disease Service Delivery Initiative. The purpose of this initiative is to provide innovative approaches to increasing the capacity, coordination, absorption, and retention of nurses, midwives, pharmacists, community health workers, social service workers, and other related cadres that provide primary care and community health services to people living with HIV, tuberculosis (TB), and chronic diseases in sub-Saharan Africa, Central Asia, Eastern Europe, and/or Latin America. *This position is contingent upon contract award and funding.*

The Project Director is responsible for overall management of the project including liaising with the donor; coordinating and leading partners; supervising members of the project team; and overseeing project implementation, financial and administrative oversight, reporting, and monitoring and evaluation of the project.

PRIMARY RESPONSIBILITY

Management and Administration

- Provides strategic leadership and technical, operational, financial, and managerial leadership for successful implementation of project activities.
- Ensures that the program is technically sound, evidence-based, and consistent with funder and stakeholders' priorities.
- Provides oversight of program implementation including all activities, outputs, and outcomes related to project management and administration, including reporting, budget development and monitoring, financial transactions, execution of project plans, and project performance.
- Oversees the selection and training of qualified program staff, assigning clear roles and responsibilities, providing effective supervision, and managing performance to ensure efficient operations.
- Ensures the project produces the specified results in the annual workplan(s) to the required standard of quality and within the timeline and budget parameters.
- Oversees budget pipeline development and budget monitoring.
- Conducts monthly reviews to ensure accountability of all project activities as well as the accurate and timely reporting of financial deliverables and obligations.

- Ensures that the project progresses in accordance to its contractual obligations and complies with donor regulations and internal organizational policies.

Representation

- Acts as the primary project contact person and liaison, ensuring the project is represented in national technical, policy, and planning forums with USG and other key stakeholders.
- Coordinates organizational relationship with partners and donors related to monitoring and evaluation, providing support in facilitating technical collaboration and coordination activities with Governments, USG, partners and stakeholders.
- Works closely with HRSA to ensure compliance with programmatic targets and deliverables.
- Promotes the project through advocacy, presentations, and participation in country, regional, and international technical forums.

Technical Leadership

- Supports the Technical Director by advising on program management, organizational development, pre-service education, in-service training, capacity building, and collaboration among Government, partners, and stakeholders.
- Advises on primary care and community health services to people living with HIV, tuberculosis (TB), and other chronic diseases.
- Establishes and manages a team with all the relevant disciplines and operational staff, including team building and counterpart identification within Ministries and partners.
- Develops a detailed implementation plan in line with the agreed scope and resources.
- Oversees development of a monitoring and evaluation plan for the successive phases of the project to capture project performance and results.

SKILLS AND QUALIFICATIONS

- Advanced degree (minimum, Master's degree) in a relevant field from an accredited university with at least 10 years of experience in a leadership position managing health programs in the developing world, at least five of which managing USG (preferably PEPFAR-funded) projects.
- Experience managing, designing, implementing, and evaluating multi-million dollars, multi-country projects.
- Technical/clinical expertise and/or program management skills in HIV/AIDS (and TB) AND chronic (non-communicable) disease management, with strong preference for candidates with experience integrating the two.
- Strong preference for candidates with expertise/experience in health systems strengthening, integrated health service delivery, and human capacity development among a wide array of health professionals in developing countries and in complex cultural settings.
- Demonstrated diplomatic, management, and communication skills to liaise and advocate with governments, donors, thought leaders, and other key stakeholders including other implementing agencies.
- Proven ability to write technical reports and program documents, and deliver presentations.
- Excellent oral and written communication skills in English and the ability to communicate cross-culturally.
- Ability to travel overseas independently up to 40%.

ADA SPECIFICATIONS

Physical Demands

- Employees with disabilities must meet qualification standards that are job-related and consistent with business necessity and must be able to perform the essential functions of the position, with or without reasonable accommodation.
- This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets, etc.

Disclaimer

- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.
- This job description is subject to change at any time depending on the needs of the organization.

For consideration, please submit cover letter (include salary history as well as salary expectation) and resume to HR@aiha.com.

AIHA Web site: www.aiha.com