



Helen Keller International Job Announcement

Program Manager, Neglected Tropical Diseases *(New York, NY)*

Helen Keller International (HKI), co-founded in 1915 by our namesake, is committed to saving and improving the sight and lives of the world's vulnerable by combating the causes and consequences of blindness, poor health, and malnutrition. We envision a world where no one suffers from malnutrition, disease, preventable vision loss, or blindness. HKI is well known and respected in the global health and development sectors for our expertise in translating science and research into innovative, effective programs. Our programs empower millions of people to achieve their potential through the delivery of preventative and curative solutions in eye health, nutrition, and neglected tropical diseases. Headquartered in New York City, Helen Keller International works in 19 countries across Africa and Asia, as well as in the United States.

HKI is seeking a US-based Program Manager to support and guide country office teams implementing programs combatting Neglected Tropical Diseases (NTDs).

Background

HKI has established itself as a leader in the global efforts to control and eliminate NTDs, namely lymphatic filariasis, onchocerciasis, schistosomiasis, soil transmitted helminths, and trachoma. Currently, HKI is the recipient of funding from the United States Agency for International Development (USAID) to provide technical assistance to the Ministries of Health in their management of National NTD Control Programs in six countries: Burkina Faso, Cameroon, Guinea, Mali, Niger, and Sierra Leone. Additionally, HKI receives funding from the Conrad N. Hilton Foundation in Mali and Niger to help these countries reach their trachoma elimination goals with a specific focus on trachomatous trichiasis surgery in both Mali and Niger.

The U.S. Agency for International Development (USAID), through the Act to End Neglected Tropical Diseases (NTDs) | West program, supports 11 predominantly West African disease endemic countries to control and/or eliminate NTDs with proven, cost-effective public health interventions. Building on the successes that have been achieved through previous USAID investments to expand national, integrated NTD programs, Act to End NTDs | West will continue to support countries to achieve elimination of trachoma, lymphatic filariasis and onchocerciasis (where feasible), and to leverage the drug donations needed to control schistosomiasis (SCH)

Functional Relationships

Reporting to the Associate Director, NTDs, the Program Manager will work closely with all members of the program team including various technical experts and a Program Finance team and will liaise frequently with other global management and country office staff, as well as with HKI's donors and partners.

HKI has a matrixed reporting structure that respects both the line management and authority within country office and global management hierarchies; and the accountability and oversight duties of the many subject matter experts that support our country offices. Regular

communication and a spirit of team work among colleagues, both hierarchically and laterally are essential to make this structure thrive.

Scope of Work

The Program Manager will be responsible for providing support to country office staff to deliver timely and high quality NTD programs, according to specific approved activities. The Program Manager will guide country office NTD teams, be the liaison between the funder and the country office and work closely with partner organizations in both the Act | West and the Hilton Foundation Trachoma Elimination consortiums.

Specific Responsibilities

Program & Technical Support

- Work with the team to develop NTD work plans and monitor and report on progress of country-led NTD programs against stated objectives and program outputs.
 - Provide direct support to country offices on the finalization of donor reports, work plans, budgets, datasets and other key program documents.
 - Maintain an ongoing dialogue with regional and country offices to assess progress and support timely and quality implementation.
- Provide remote and in-country assistance to ensure program activities, reporting, and budgets are technically and operationally sound. Advise country offices on best practices for implementation of NTD program activities, including specialized evaluations to measure the impact of program activities on various indicators.
 - Keep current on recent developments to be able to assist colleagues and country offices in the application of state-of-the-art protocols.
 - Develop data quality assessment tools for various NTD program activities.
 - Participate in the department's analysis of experiences across NTD program countries and regional contexts in order to synthesize information and document lessons learned.
 - Work with individual country and regional offices to determine funding priorities and highlight successes.
 - Write own documents for review by team, and act as peer editor for colleagues.
- Train in-country staff and partners on programmatic and operational management of NTD programs and monitoring and evaluation practices. Participate in review of training materials and processes.
- Collaborate with country and regional offices to identify topics and assist in the writing and editing of articles for submission to peer-reviewed publications.

Operational Support

- Collaborate with the team to develop and maintain relationships with donors, consortium partners, internal staff, and consultants to provide quick and accurate program and financial information as needed.
- Ensure the progress of all reports for assigned portfolio is accurately tracked to ensure timely submission of high-quality reports to donors.
 - Notify country offices of report deadlines; establish a timeline for submission.
 - Work with Program Associates to receive, review, edit, and synthesize information, and coordinate layers of review among all parties.
 - Submit reports and manage questions from donors.
- Supervise procurement of medical supplies and provide technical assistance in drug/survey diagnostic tool forecasting to the country offices including: requesting quotes, placing orders, arranging for payment and shipment, and documenting the process.

- Assist Finance Manager(s) to:
 - Review budgets for consistency with work plans.
 - Prepare and/or finalize budget narratives for annual program budgets and proposals. Monitor expenditures and forecasts on a monthly basis.

Qualifications

- Master's Degree in public health plus 6-8 years of directly relevant work experience; or equivalent combination of education and experience.
- Demonstrated experience in quantitative/qualitative analysis, program monitoring and evaluation, and creating and monitoring budgets and knowledge of financial processes.
- Experience working overseas and in NTD program implementation is required; knowledge of the Africa region and of USAID rules and regulations is strongly preferred.
- Demonstrated understanding of the synergy between the programmatic, operational, and financial components of public health initiatives.
- Oral and written proficiency in English and French is required.
- Ability and willingness to work under pressure with a positive attitude, as a part of a global team.
 - Ability to communicate effectively across cultures including:
 - asking for information in a way that is very clear and specific; conducting one-on-one and group trainings for field office staff and in-country partners that will be well-received;
 - interacting with internal and external colleagues.
- Ability to prioritize workload, assume responsibility for work, and follow through to completion.
- Ability to perform duties that require very close attention to detail and synthesize large amounts of information simultaneously.
- Highly computer literate with knowledge of Microsoft software products, including strong Excel skills, required;
- Ability to undertake US domestic and international travel (approximately 10-12 weeks or more of travel per year).
- Residence in or willingness to relocate to the NY metro area.

To Apply

Qualified candidates should submit a cover letter and resume to HKI.Recruitment@hki.org noting the job title in the subject line. Applications will be accepted until the position is filled.

**In the spirit of our namesake, Helen Keller International
is dedicated to building an inclusive workforce where diversity is fully valued.**

We are an Equal Opportunity Employer where all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, or protected veteran status.

We are committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need to request an accommodation during the application or interview process, please contact us at the email above or at:

Tel: 646-356-1789; Fax: (212) 532-6014