Helen Keller International
JOB ANNOUNCEMENT

Senior Program Manager, NTDs
(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 works in 19 countries across Africa and Asia, as well as in the United States.

Background
Helen Keller has established itself as a leader in integrated Neglected Tropical Disease (NTD) control efforts at the national, regional and global levels. The overarching approach guiding HKI’s integrated NTD programs involves preventive chemotherapy at national scale, morbidity management efforts to address trichiasis, hydrocele and lymphedema, and promotion of water, sanitation, and hygiene (WASH) efforts through behavior change communication and school health programming.

Helen Keller is seeking a Senior Program Manager to lead a multi-country NTD portfolio funded by FHI 360 through USAID.

Functional Relationships
Reporting to the Associate Director, NTDs, the Senior Program Manager will work closely with all members of the global team overseeing and backstopping multi-country projects including program technical experts and program management, finance and compliance staff. The Senior Program Manager directly supervises two Program Associates.

The Senior Program Manager will be a key liaison with donors and partners and will be required to participate in senior level discussion and strategic meetings regarding the management of the Act | West program.

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, such as those on this project team, that support our country offices. Regular communication and a spirit of teamwork among colleagues, both hierarchically and laterally are essential to make this structure thrive.
Scope of the Position
The Senior Program Manager’s main responsibilities are to work closely with country program management staff to provide programmatic and operational leadership for preparation of work plans, budgets, donor reports, success stories, and day-to-day monitoring & evaluation of program progress against set objectives, and supervision of US-based program staff under the Act | West program. S/he will provide technical guidance to programs and provide guidance for the preparation of scientific abstracts and peer-reviewed publications.

As a senior member of the NTD team, the Senior Program Manager will also provide mentoring to members of the Integrated NTD Control program team, which oversees programs across the Africa region and serves as a technical resource in NTDs to the organization.

The position is based in the US and requires approximately 20% domestic and international travel for the purpose of monitoring & evaluation, quality assurance, planning meetings, and trainings; for meetings with donors and implementing partners; and to attend global scientific and technical meetings, as required.

Specific Responsibilities
- Provide leadership and direction to country offices on the finalization of donor reports, work plans, budgets, and other key program deliverables.
- Supervise and guide the planning, implementation and monitoring activities to country offices implementing the Act | West program.
- Deliver high quality program implementation by ensuring deliverables meet donor requirements and are fully compliant with USAID rules and regulations.
- Manage the operation components of program delivery, working with finance and operations and the country office teams to delivery high quality subawards and milestones.
- Initiate and maintain an ongoing dialogue with relevant colleagues to assess progress and support timely and quality implementation.
- Develop and/or support country office-led research and evaluation activities, as well as the preparation of meeting abstracts and scientific journal articles.
- Provide remote and in-country guidance and management to ensure program activities, reporting, and budgets are technically and operationally sound.
- Work with Associate Director and M&E teams on strategic quality improvement initiatives under Act | West and actively monitor progress.
- Meet with donor and implementing partners and represent Helen Keller in international meetings.
- Provide direct supervision to the Program Associates assigned to the projects. Provide support and guidance to the Program Officer working on the Act | West program. Provide guidance to the Program Finance manager, as needed, to ensure strong coordination in carrying out relevant activities related to high quality program implementation.
- Advise and guide country offices on best practices for implementation of NTD program activities, including specialized evaluations to measure the impact of program activities on various indicators.
- Work with the External Relations department and/or the Business Development unit to assist country offices with the development of proposals, briefs, and success stories to be shared with internal and external audiences.
- 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 suggest strategic topics and play an active role in the writing and editing of articles for submission to peer-reviewed publications.
Qualifications

- Master’s Degree in public health plus at least 6-8 years 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; use of data analysis software such as STATA, SAS, SPSS, and/or EpiInfo is preferred.
- 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 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