



**Job Title:** Manager, Global Program  
**Salary:** Commensurate with experience  
**Location:** Washington, D.C. with 20-40% travel within and outside of the U.S.  
**Reports to:** Associate Director of Programs, Global Program

### **Purpose and Description**

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The Manager, Global Program will work with Global Program resources to define areas of project focus, articulate objectives, and support comprehensive and successful implementation via delivery of strong guidance, leadership, management and support in focus countries. The Manager must ensure the progressive development of in-country staff towards self-sufficiency and also ensure the complete and timely submission of programmatic, fiscal, and other required reports. The Manager is the primary lead between in-country NASTAD projects and NASTAD headquarters.

To support this, the Manager is expected to identify the most critical hurdles to scale-up and effective implementation of the defined activities, to refine priorities to address the hurdles, and to maintain and strengthen the reputation of NASTAD as a highly capable organization, whose agenda is primarily to partner with government and assist with its most pressing needs addressing the HIV/AIDS epidemic.

This position will provide specific support to NASTAD's Global activities in Zambia and Botswana, leveraging the Manager's experience in program development including assessment, planning, capacity building, and sustainable program transition. The Manager will engage in other project support as requested including but not limited to curriculum development, training, and document production.

### **Essential Functions**

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- 1) Provide strategic leadership and take responsibility to ensure comprehensive in-country project planning, implementation, reporting
  - Take leadership in the development of continuation funding applications, leveraging NASTAD's local and institutional expertise.
  - Support effective project achievement by leading or guiding successful planning and implementation of NASTAD activities including the development, use, and monitoring and evaluation of monthly, quarterly, and annual work plans, budgets, and deliverables.
  - Support growth towards the country/project vision by taking ownership of the work plan and guiding successful execution via clear definition of approach and deliverables.
  - With input from the lead in-country staff or partner and the Associate Director of Programs, NASTAD Global Program, facilitate mobilization and training of technical resources—staff, consultants, and/or technical assistance providers—to support the effective and complete implementation of proposed projects, activities, and deliverables.

- Ensure regular monitoring and evaluation of, and reporting out on programmatic activities and achievements.
- With support, ensure compliance with the highest standards of implementation ethics including development of protocols, submission to review boards, training of implementation staff, and oversight for adherence to the approved protocol during implementation.
- Liaise and collaborate with government, partner agencies, other NASTAD programs to identify, adapt and use best practices.
- Guide, support, sign-off on, and ensure submission of all country-specific program and fiscal reporting including:
  - Supported development and implementation of internal monitoring and external reporting protocols and tools.
  - Quarterly review and revision of and reporting out on quarterly and annual work plans and deliverables.
  - Supported development and submission of work plans, budgets, and reports for donors and partners to support ongoing funding.
  - Supported management of each project's budget, including review, approval and supervision of monthly accounting, cash flow and reporting to HQ and donors of all expense points.
  - Oversight of written commitments and/or contracts related to country-specific programs binding NASTAD.
- Draft and edit articles, reports, fact sheets, and issue briefs on programs and policies for NASTAD publications.

2) Provide strategic leadership to support in-country project and program sustainability

- Develop strong relationships with key in-country partners including staff, contractors, TA providers, government stakeholders, international agencies, NGOs, and donors.
- Support bi-directional communication between NASTAD and in-country staff and stakeholders to ensure NASTAD's capabilities are being fully leveraged to successfully meet or exceed deliverables.
- Support and mentor successful navigation of complex programmatic planning and implementation with multiple government divisions, funders, partners via negotiation and consensus building.
- Support country growth towards operational independence by maintaining knowledge of all pertinent NASTAD policies, and facilitate communication with the Associate Director of Operations, NASTAD Global Program to ensure alignment with operational requirements.

- With support from the Associate Director of Operations, mentor growth of field office staff to effectively manage, complete, and deliver defined operational requirements: budgets and budget reports, funding applications and project reports, human resources management, board of directors' management, local tax and benefits management, logistics management, IT support.
- With support from the Global Program Director and Associate Director of Programs, strategically seek opportunities to mobilize resources for the expansion and strengthening of NASTAD programs and activities.
- Represent NASTAD at meetings and conferences as directed.

3) Provide other support to NASTAD Global Program implementation as assigned

## **Minimum Requirements**

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### Education/Experience

- Graduate degree in Public Health, Public Administration, International Development or related fields
- Minimum of four years experience in international health and HIV/AIDS, state/local governmental operations, international activities
- Strong and demonstrated experience in:
  - Program and staffing leadership and management
  - Strategic visioning, planning and implementation
  - Project monitoring, evaluation and reporting
  - Curriculum development and applied training implementation
  - Document and report development
- Experience developing and implementing program plans, budgets, developing program and financial reports, coordinating technical assistance/training programs including travel and logistics, and managing training is preferred

### Knowledge and Skills

- Excellent training and presentation skills
- Excellent written/oral communication and presentation skills
- Knowledge of HIV/AIDS, including HIV prevention, care and treatment best practices and approaches to changing individual and community HIV risk factors
- Ability to navigate complex government processes with multiple influencers, while negotiating and achieving consensus
- Must be great mentor, manager, role model and team player/builder; must have, and meet, high performance standards; must lead staff and team in meeting and/or exceeding expectations and goals
- Strong analytical skills
- Exceptional ability to work independently and autonomously
- Demonstrated ability to communicate effectively with partners, staff, and colleagues with a high level of tact, diplomacy and confidentiality
- Proficiency in Microsoft Office Suite with strong computer skills
- Must be available to travel internationally

### **Visual Acuity, Hearing and Speaking**

This position requires excellent verbal and written command of the English language.

### **Physical Effort and Dexterity**

This position requires independent travel and mobility.

### **Environment and Scheduling**

- Interest in working in an HIV/AIDS public health organization
- Interest in working within a diverse work environment
- Willing to travel, domestically and internationally, as needed

This position is classified FLSA exempt.

### **Employer's Rights**

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This job description does not list all the duties of the job. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any lawful reason.

### **How to Apply**

Qualified candidates should apply to [HumanResources@NASTAD.org](mailto:HumanResources@NASTAD.org). Subject line should read "**Manager, Global**" only; a cover letter with salary requirements and a resume should be attached. Submissions which do not follow the above instructions will not be considered as applicants.

Due to the extremely high volume of resumes submitted, only those selected for interview will be contacted. NO PHONE CALLS in reference to this position will be accepted.