

Seed Global Health (Seed) envisions a world in which every country is strengthened by a robust health workforce to best meet the health needs of its population. Seed's mission is to educate a rising generation of health professionals to strengthen access to quality care with a goal of saving lives and improving health. Seed is unique in its approach by focusing on the education and training of doctors, nurses and midwives. By training health care professionals and health educators, Seed seeks to empower current and future generations of health providers so that good health is not the privilege of a few, but the right of all.

Seed focuses on strengthening the education, practice, and policy of the local professional health workforce in Africa. Seed's core strategy and primary entry point centers on placing skilled and qualified educators at partner institutions for a minimum of one academic year. Seed also supports educators and partner institutions through a diverse and complementary package of services aimed at advancing health professional education in the classroom and clinical setting. By investing in long-term partnerships for improved health professional education, we help to create a stronger, more sustainable health workforce that is both locally led and better able to meet local health needs.

For more information, please visit www.seedglobalhealth.org

Position Summary:

The **Program Manager, Country Operations** contributes his/her energy, passion, and skills primarily to supporting Seed's Program Quality & Management (PQM) team, in a fast-paced office during a time of rapid growth. The position is a full-time position based in Boston. As the headquarters (HQ) point person for assigned countries and projects, the Program Manager, Country Operations helps manage program operations, administration, finances and logistics for assigned country programs. They liaise directly with staff at HQ and in the field, and understand all aspects of country programming, including partnership and educator engagement. This full-time position reports to the Director of Program Quality & Management and works closely with field-based team members.

Duties and Responsibilities:

Country Program Management

- Facilitate country programs through the partnership life cycle of planning, implementation, evaluation, and scale up or transition
- Serve as the primary point of contact for field offices and respond to and coordinate field office requests for assistance in various operational, technical and program areas
- Provide support on developing and reviewing annual partnership work plans and budgets
- Support Clinical and field-based teams with the identification and coordination of short-term expertise to advance evidence-based programming
- Manage country-level reporting streams, including reviewing and proofreading partnership and educator reporting and deliverable requirements for continuous quality improvement and learning, and completing inputs from various teams
- Coordinate U.S. and international country program-related travel and logistics
- Draft and distribute country and partnership call agendas, document meeting minutes, track action items, and guide follow up on next steps needed

- Facilitate communication and coordination among other Seed team members in order to promote effective country-level programming and program learning and dialogue
- Create and maintain the country's program management site (e.g. SharePoint, Asana) and assist with country and partnership-related information management
- Participate in the development of country-level strategies

Educator Management

- In collaboration with relevant team members and partners, help identify educational, clinical and/or other skills needed by educators to contribute to partnership goals and objectives defined during the partnership work plan development phase
- Work with relevant team members to ensure that the educator's skill set is in alignment with, and is integrated into, country-level programming
- Coordinate educator on-boarding, pre-departure orientation, and off boarding in collaboration with relevant team members

Financial and Administrative Management

- Develop, monitor, track and analyze annual, quarterly and monthly expenditures compared to partnership budgets; ensure that project budget projections are accurate and expenditures are properly tracked
- Review expense reports, cash requests, and other internal financial reports, as needed
- Prepare, review, and track contracts and agreements, i.e. Memoranda of Understanding, partnership agreements, consultant agreements
- Manage programmatic procurement process in collaboration with country team
- Ensure donor requirements are followed according to expectations

New Business Development & Communications

- In collaboration with Seed's Development team, contribute to proposal and budget development for future country-specific funding opportunities
- Identify stories and assist the Communications team with content generation, as requested

Supervision

- Supervise Program Coordinators and/or Interns to ensure quality and timeliness of deliverables

Qualifications:

- A Master's degree in Public Health or related field preferred with a minimum of 5 years of program management experience; or a Bachelor's degree in related field and 7-8 years of program management experience
- Functional knowledge of global health and development, including human resources for health programming is preferred
- Experience in finance, administration, and partnership or grants management, developing and tracking budgets, logistics, and operations
- Ability to work and communicate with a diverse group of people of various nationalities and cultural backgrounds

- Demonstrated ability to communicate and collaborate with various actors at different levels from academic, government, and regional/international organizations
- Experience in training or facilitation a plus, though not required
- Ability to meet frequent demands to juggle shifting priorities and deadlines
- Overseas field experience is desired
- Comfortable working in teams, acting independently in the implementation of specific tasks, multitasking and prioritizing, working under pressure, and meeting deadlines
- Strong oral and written communication skills, including editing skills
- Highly proficient with Microsoft Office suite
- Aptitude with technology such as DropBox, Google, Zoom and other online platforms to streamline work

Working Conditions:

- Will be based in Boston, MA
- Will be based in an office environment
- Will be required to sit/stand for up to eight hours or more per day
- Up to 15% travel may be required both domestically and/or internationally

Compensation:

Competitive base salary commensurate with experience, as well as health/dental/eye insurance, 401(k), and vacation benefits

Seed does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.