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](http://www.seedglobalhealth.org)

**Position Summary:**

The **Temporary Program Manager, Country Operations** contributes his/her energy, passion, and skills primarily to supporting Seed’s Program Quality & Management (PQM) team and Country Team. The position is a temporary 3-month position, based remotely and working primarily on eastern time (ET) office hours (approximately 8am-4pm ET). As the headquarters (HQ) point person and primary backstop for Seed’s program in Uganda, the Program Manager supports program operations, administration, finances and logistics for assigned country programs. This temporary position reports to the Director of Program Quality & Management and works closely with field-based team members.

**Duties and Responsibilities:**

**Support the Seed Uganda Team & Country Partnerships**

- Serve as the primary point of contact for the Uganda field office and respond to and coordinate requests for assistance in various operational, technical and program areas.
- Schedule, facilitate and/or participate in various Uganda-specific calls on a weekly basis. This may include drafting call agendas, documenting meeting minutes, tracking action items, and guiding follow up on next steps needed.
- Coordinate the review and revision of Seed Uganda’s partnership work plans and budgets in collaboration with Seed staff; follow-up on next steps with the Seed Uganda team.
- Coordinate the review of quarterly partnership and educator reporting; follow-up on next steps with the Seed Uganda team.

**Support the Special Projects in Eswatini**

- Schedule, facilitate and/or participate in various Eswatini-specific calls, including with consultants.
- Track and review project deliverables, in conjunction with other Seed staff.
- Support international travel preparations and post-travel expense reporting for consultants.
Coordinate the Offboarding & Onboarding of Seed Educators

- Finalize off-boarding actions for educators ending their service.
- Coordinate on-boarding for incoming educators, including facilitating communication touchpoints, collecting key documentation, and initiating HR processes.
- Support preparations for the incoming educators’ orientation, including assisting with orientation sessions, organizing of materials, communicating with educators, etc.
- Coordinate international country program-related travel and logistics related to deployment for incoming educators.

Provide Financial and Administrative Backstopping

- Support country team with annual budget development.
- Input and track monthly expenditures for country programs, projects and partnership budgets; ensure that project budget projections are accurate, and expenditures are properly tracked.
- Prepare, review, and track contracts and agreements for international consultants working in Uganda and/or Eswatini.
- Review and facilitate monthly approvals for educator expense reports, Seed Uganda funds requests, consultant invoices, and other internal financial reports, as needed.
- Support country program-related procurements.

Qualifications:

- A Master’s degree in Public Health or related field preferred with a minimum of 5 years of full-time program management experience; or a Bachelor’s degree in related field and minimum of 7 years of full-time program management experience in international NGO setting
- Functional knowledge of global health and development, including human resources for health programming is required
- 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
- Overseas field experience is required
- Ability to meet frequent demands to juggle shifting priorities and deadlines
- 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 remotely and required to work on eastern time (approximately 8am-4pm ET)
- Will be required to sit/stand for up to eight hours or more per day
Compensation:
Competitive base salary commensurate with experience. Temporary positions are not eligible for benefits, with the exception of paid sick time.

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