



## Program Manager Position Description

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 Program Manager contributes his/her energy, passion, and skills primarily to supporting Seed's Program in Zambia in a fast-paced office during a time of rapid growth. The position is a full-time position based in Lusaka. The Program Manager manages program operations, administration, finances, logistics and stakeholder relationships. He/she liaises directly with Seed's Zambia based and global staff, and understands all aspects of country programming, including partnership and educator engagement. This full-time position reports to the Country Director and works closely with Country team members.

### **Duties and Responsibilities**

#### ***Country Program Management***

- Facilitate country programs through the partnership lifecycle of planning, implementation, evaluation, and scale up or transition.

- Serve as the primary point of contact for partnerships and respond to and coordinate partnership requests for assistance in various operational, technical and program areas.
- Facilitate the annual operational work plan in conjunction with the team and work with the finance and administration/operations manager to align budgeting.
- In collaboration with the CEA, MEL & Central Program Team, support management of the partnership and educator reporting cycles in Zambia, ensuring informed programmatic decision-making takes place
- Draft and distribute country and partnership call agendas, document meeting minutes, track action items, guide follow up on next steps needed, and develop monthly country situation report.
- Facilitate communication and coordination among other Seed team members in order to promote effective country-level programming and program learning and dialogue.
- Adapt standard operating procedures related to all facets of the institutional partnership lifecycle to the Zambian context.

### ***Educator Lifecycle 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, during recruitment, orientation, and extension phases
- Support educator onboarding and offboarding processes in partnership with the Human Resources Generalist and Operations Manager, specifically for alignment of educator role expectations and transition plans following service.
- Coordinate educator country and partnership orientation, in collaboration with relevant team members and partnership.
- Serve as a liaison between Headquarters (HQ), Country Team, and partners to support educators and their continued integration to Zambia (as relevant) and the partnership during service.
- Support the development of standard operating procedures related to all facets of the educator lifecycle.

### ***Financial and Administrative Management***

- Develop program budgets and monitor, track and analyze annual, quarterly and monthly expenditures and ensure that 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 program 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.

### ***Country Business Development & Communications***

- In collaboration with the Country Director and Seed's Development team, contribute to proposal and budget development for future country-specific funding opportunities.
- Assist Development Team with donor reporting, as it relates to country programming.
- Identify stories and assist the Communications team with content generation, as requested

### ***Qualifications***

- A Master's degree in Public Health or related field preferred with a minimum of 7-10 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.
- 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 Lusaka, Zambia with at least 50% travel to the partnership sites/field.

- Will be based in an office environment.