

Medical Care Development International
International Division
8401 Colesville Road, Suite 425
Silver Spring, Maryland 20910
Phone: (301) 562-1920
Fax: (301) 562-1921
Internet Electronic Mail: MCDI@MCD.ORG



World Wide Web URL: WWW.MCD.ORG

POSITION ANNOUNCEMENT

HEALTH PROGRAM OFFICER

Overview of the Position:

The Health Program Officer will coordinate and provide technical, administrative and program development support to field programs. S/he will be based at headquarters (HQ) in Washington, DC and is an integral member of the division's professional staff. As a member of the Program Support Team (PST) for the assigned field programs; s/he will assist in the provision of administrative and program development support. In addition to providing technical support for assigned field programs, the Health Program Officer is expected to provide technical assistance to HQ and other field programs, in accordance with his/her individual expertise. This person also ensures the technical quality of field programs and compliance with donor regulations.

Employer: Medical Care Development International is the International Division of Medical Care Development, a non-profit organization incorporated in the State of Maine. MCDI implements a variety of health programs in areas that include HIV, MCH, malaria, WASH, TB in Africa with funding from USAID, the Global Fund, the Global Sanitation Fund, UNICEF and private donors.

Location of employment – MCDI Home Office (HO), Silver Spring, Maryland

% of worktime dedicated to travel: 25%

Functions (with approximate levels of effort, subject to change):

1. **Home Office backstopping** of operational programs in the field (70%, divided into: 50% for USAID-funded malaria programs in West Africa, and 20% for other public health and WASH programs elsewhere)
 - a. Establish and oversee a HO-field program management plan for each project in his/her portfolio. This program management plan will be the basis for field-HO collaboration, and for HO oversight of the field program.
 - b. Support senior technical staff and in-country teams to ensure the strategic, programmatic, technical, financial and contractual integrity of the project(s) from project start-up through implementation and close out.
 - c. Monitor program implementation and provide technical support to the field teams as needed.

- d. Assist in the preparation, review and comment of all program deliverables prior to their submission to the respective donor.
2. **Proposal/Business Development (20%)**
 - a. Participate in proposal preparation by providing technical inputs on topics to be determined by the Proposal Team Leader.
 - b. Write sections of proposals, edit and incorporate input of other team members and/or partner agencies into proposals
 - c. Liaise with Finance staff to ensure coherence between narrative and budgetary elements.
3. **Documentation, dissemination and representation (10%)**
 - a. Document key aspects of MCDI projects by preparing documents for dissemination to professional and lay audiences.
 - b. Present information on MCDI's public health programs as required at professional and donor events.
 - c. Represent MCDI with donors and implementing partners, both in the USA and overseas.

Qualifications:

1. Masters degree, preferably in public health or equivalent.
2. Minimum of 5-10 years of working experience providing headquarters project backstopping support and/or field implementation of international health programs with funding from USAID (especially on malaria control), Global Fund, World Bank or other donors.
3. Experience in program development and, particularly, proposal writing
4. Prior work experience in developing countries preferred.
5. Effective inter-personal skills, including inter-cultural settings.
6. Effective team member, including demonstrated experience working effectively under time constraints and handling multiple priorities.
7. Written and spoken fluency in French and English.
8. Proficient user of standard office software, plus Sharepoint and statistical packages (SPSS).

To apply, please send a resume and cover letter to jobs@mcd.org