

Job Title: Deputy Program Director
Report to: Program Director Ethiopia (FHI 360)
Location: Addis Ababa
Project Duration: The duration of this project is through December 2020

FHI 360 Background

FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in Health, Education, Nutrition, Environment, Economic Development, Civil Society, Gender, Youth, Research and Technology; creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 60 countries, all 50 U.S. states and all U.S. territories.

Alive & Thrive (A&T) is an initiative to save lives, prevent illness, and ensure healthy growth and development. Good nutrition in the first 1,000 days, from conception to two years of age, is critical to enable all children to lead healthier and more productive lives. Alive & Thrive is scaling up improved infant and young child feeding (IYCF) and maternal nutrition through large-scale programs in several countries in Asia and Africa and through strategic technical support and the dissemination of innovations, tools, and lessons learned worldwide. Alive & Thrive is funded by the Bill & Melinda Gates Foundation (and the governments of Canada and Ireland). The initiative is managed by FHI 360.

New Program Summary (2017 -2020)

A&T has been working in Ethiopia since 2009 in close partnership with the government and key NGO partners to increase optimal breastfeeding and complementary feeding practices nationally. A&T's used a social behavior change (SBC) framework that included advocacy, interpersonal communication and community mobilization, mass media, and strategic data collection and use to improve infant and young child feeding in four regions of the country.

A&T anticipates being awarded a new grant by the foundation to advance the Government of Ethiopia (GoE)'s National Nutrition Program II and National Nutrition Sensitive Agriculture Strategy. Under this new grant A&T will provide analytical, technical, and systems-building support to deliver comprehensive, high quality, and geographically tailored nutrition-specific and -sensitive programs and policies.

Job Summary/Program Responsibilities:

This senior level position will also provide guidance and leadership in the design, and implementation of our country-level portfolio along with supporting the country program's critical functions related to administration, procurement and contracts. S/he will serve as the point of contact for our regional offices, assist in producing project reports to the donor, provide technical support related to nutrition activities, communicate current trends and issues to program staff, develop scopes of work for consultants, and support monitoring and evaluation plans. In addition, the deputy director will provide finance and operations support as needed to the project.

Key Responsibilities:

- Supports the Program Director (PD) and provides technical support for country-led policies, systems, program and interventions. Acts as PD in their absence.
- Responds to the foundation's national priorities and manage field office operations and staff

- Ensures internal integration of project activities through: 1) the annual work plan and budgeting process; 2) creating/maintaining an effective project management team; 3) overseeing an effective monitoring and evaluation system
- Oversees the work of the regional offices, provides technical direction and hands-on oversight as needed
- Oversees all procurement activities, manages contracts, budgets and reporting requirements of the donors
- Consolidates operational support for common services to maximize project resources, achieve economies of scale, and promote consistency in practices.
- Manages all aspects of staffing and creating/maintaining a clear organizational structure with specific roles, responsibilities and reporting lines and providing orientation and training to new staff on the mission and goals of the project.
- Produces donor reports and other communication materials for the project

Experience:

- Master's degree in international development, nutrition, public health, health management or a related field
- Minimum of 9 years of progressively responsible experience working on international projects related to nutrition-sensitive agriculture, or health and nutrition
- Demonstrated experience in multi-sector project management and implementation
- Minimum 3 years of senior management experience on large and complex international development projects
- Written and verbal fluency in English and familiarity with Amharic highly desirable
- Excellent interpersonal and leadership skills, including the ability to build teams and manage high-level relationships
- Strong knowledge of agriculture and food security and social protection programs preferred
- Demonstrated experience working in partnership with host governments, international donors and implementing partners
- Experience with procurement, preparing budgets and other operational functions
- Strong interpersonal skills and ability
- Experience working in a non-governmental organization (NGO)

Travel Requirements:

25-40% - Travel in Ethiopia

Additional Information:

Technology to be Used: Personal Computer, Microsoft Office (i.e. Word, Excel, PowerPoint, etc.), e-mail, telephone, printer, calculator, copier, cell phones, PDAs and other hand held devices.

Typical physical demands: Works in a typical office setting environment.

To apply, please email cover letter and resume to: aliveandthrive.ethiopia@gmail.com by August 23, 2017

The printed copies of job description are available at A&T Ethiopia office; please call 251-11-466-4919/4932 if you like to collect a copy.

This job description summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This document should not be construed in any way

to represent a contract of employment. Management reserves the right to review and revise this document at any time.

We offer competitive compensation and an outstanding benefit package. Please click here <http://aliveandthrive.org/about-us/career-opportunities/> to visit Alive & Thrive Career Center for a list of all open positions.

FHI 360 is an equal opportunity and affirmative action employer. FHI 360 is an equal employment and affirmative action employer whereby we do not engage in practices that discriminate against any person employed or seeking employment based on race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, marital status, disability, veteran status, genetic information or any other status or characteristic protected under applicable.