

**Job Title:** Program Director  
**Report to:** Africa Project Director, A&T HQ (FHI 360)  
**Location:** Addis Ababa, Ethiopia  
**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 / Responsibilities:**

The Program Director for Alive & Thrive in Ethiopia leads the project and is responsible for providing vision, technical leadership and overall management direction to achieve the project's objectives. S/he is also responsible for project strategy, external representation and coordination with project counterparts. The Program Director has overall programmatic and fiscal responsibility for the project, including achieving results, effectively communicating accomplishments, submitting financial reports, and ensuring compliance with donor and the organization's regulations (e.g., quality and timeliness of deliverable). The position is based in Addis Ababa, Ethiopia.

### **Accountabilities**

- Oversees and direct the development and execution of the overall program strategy and work plan, and track the achievement of project results.
- Acts as primary contact to the foundation's Ethiopia office, taking responsibility for addressing all matters related to award administration, including technical strategies and resource management.
- Manages relationships with the GoE at national, regional and zonal levels.

- Ensures activities are implemented and monitored are on time, on budget and to a high professional standard.
- Ensures the timely and complete submission of all work plans, progress reports, performance reports, deliverables and responses to donor requests for performance updates, success stories, and financial and procurement information for the program.
- Oversees program communication strategies, including compliance with donor's branding and marketing requirements and A&T marketing and communication procedures.

### **Management**

- Supervises, mentors, and motivates the project team of approximately twelve to fifteen staff including senior management and technical officers from multiple disciplines and actively supports team-building. Participates in recruitment efforts as needs arise. Oversees execution of the organization's personnel policies and ensure that policies and procedures are clearly communicated to staff, and are respected.
- Provides oversight for the project's financial and contracts management and reporting systems and ensures that they are in line with the organization's policies and procedures and donor rules and regulations.
- Oversees project budget development and undertakes regular analysis of project expenditure, sub-awards and leads the preparation of budget amendments/modification; reviews and monitors program budgets vs. actual expenditures including Life of Project and Field Office Financial Reports and Monthly Expense Reports received from the organization's headquarters.
- Maintains productive communication, reporting, and team relations within country office and with HQ teams to achieve the above.

### **Technical support, knowledge integration and learning**

- Cultivates and maintains strong, collaborative relationships with government entities and A&T partners to support project implementation.
- Provides MIYCN technical, capacity building and SBC direction and support to the Ministry of Health, Ministry of Agriculture and other government ministries and units, NGO offices and programs, international donors, and other partners as necessary.
- Coordinates with partners on common objectives and activities, as needed.
- Maintains a strong and wide network with key partners and stakeholders, and ensures that the project is represented on appropriate steering and advisory groups. This includes providing regular briefings and updates to relevant parties, and contributing to positive and smoothly functioning relationships with external partners, including international donors and national implementing partners.

### **Problem Solving & Impact:**

- Identifies potential risks to portfolio execution and recommends corrective actions.
- Takes decisions and actions that have a significant impact on management and division operations.
- Resolves problems encountered that are complex and highly varied.
- Exercises judgment to meet business strategies and develops objectives that align with organizational goals.

### **Supervision Given/Received:**

- Supervises Ethiopia based project team.
- Leads coordination of resources for ongoing projects across functional areas and addresses/resolves project issues.
- Sets goals and budgets for projects and lead teams in achieving strategic goals.
- Provides program management leadership on complex and cross functional programs as needed.
- Facilitates team discussions within country office and with HQ to ensure successful outcomes.

- Reports to A&T HQ senior leadership.

**Travel Requirements:**

- 25%

**Qualifications:**

- Master's Degree or its International Equivalent in - Public Health, Nutrition, Health System, Social Behavior Change Communications, Social Sciences or Related Field or PhD or D.Ph. preferred
- Bachelor's Degree or its International Equivalent Required - Knowledge/Information Services, Communications, Education, Environment, Health, Behavioral, Life/Social Sciences International Development, Human Development or Related Field.
- At least 10 years' project management experience, preferably in nutrition projects, with at least 5 years' experience working in Ethiopia.
- Typically requires a minimum of 3 years of Director, Chief of Party or equivalent experience in a supervisory capacity on international and/or government funded development projects.
- Demonstrated experience in working with government is critical.
- Excellent management, communication, and organization skills are required.
- Must be able to read, write, and speak fluent English & Amharic
- Experience operating in insecure environments preferred.
- Experience working in a non-governmental organization.

**Applied Knowledge & Skills:**

- Demonstrated experience in leading, managing and implementing large scale international projects with similar depth and complexity of this program.
- MIYCN technical and familiarity with social and behavior change communications, policy/advocacy, systems strengthening and performance improvement, monitoring, evaluation and implementation research.  
Demonstrated experience in multi-sector project management and implementation.
- Knowledge of agriculture and food security and social protection programs preferred
- Strong leadership skills, strong team and individual staff management, including supportive supervision, mentoring, team dynamics.
- Strong program management skills.
- Strong time-management, multi- tasking, task delegation and organizational skills.
- Strong oversight and compliance to organizational financial, procurement and operations protocols and policies.
- Strong critical thinking and problem solving skills to plan, organize, and manage resources for successful completion of projects.
- Excellent and demonstrated public relations, interpersonal relations, public speaking, and diplomacy skills required.
- Ability to take initiative and focus on results.
- Ability to learn new skills and systems, with an entrepreneurial work ethic and gain respect among staff and stakeholders

**To apply, please email cover letter and resume to: [aliveandthrive.ethiopia@gmail.com](mailto: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.

**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.

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.