

Job Title: Program Manager for Latin America and the Caribbean(LAC)

Reports to: Program Director
Location: USA (remote position) or Haiti (Haiti preferred)
Date of posting: 09/ 15 /2022

Medicines for Humanity (MFH) is a small, dynamic organization with a compelling mission to reduce child mortality in impoverished communities around the world. Headquartered in Rockland, MA, MFH has maternal and child health projects in 7 countries. MFH seeks to achieve this goal by **strengthening health systems, building capacity and empowering communities** of local implementing partners in Africa, Latin America, and the Caribbean. Priority programmatic areas of intervention include newborn and child health, vaccination against childhood diseases, maternal health, nutrition, water and sanitation, HIV prevention, COVID-19, Early Childhood Development, and strengthening community health systems through capacity building.

Job Summary:

The Program Manager for Latin America and the Caribbean (LAC) is responsible for the overall planning, management, and coordination of health programming in LAC, specifically in Haiti and the Dominican Republic. MFH's LAC portfolio currently includes five projects in Haiti and two in the Dominican Republic which are being implemented across 14 and 3 sites respectively. The LAC portfolio has potential for significant growth. The portfolio offers an opportunity for someone with a health background and strong language (Creole and Spanish) skills to provide technical oversight and overall management of these projects. The overall responsibilities include:

- Assure the effectiveness of all MFH programs and activities.
- Lead, develop, and direct program implementation.
- Identify and follow-up on opportunities for growth.
- Manage program-related activities including external project partnerships that promote and support MFH's mission.

Job Requirements (Preferred Education, Skills and Experience):

- Master's degree in Public Health, International Development, or related field
- 4 years' international experience, with preference for experience living or working in Haiti
- 3 years' direct work experience in program leadership in a nonprofit
- Experience in preparing budgets and program plans
- Experience in supervision of staff
- Strong written and oral communication skills/interpersonal skills

- Strong Spanish speaking and writing skills; proficiency in Haitian Creole and French is a plus

Schedule:

- Full Time, remote position
- Must be available to travel internationally 15 %

Compensation:

- Salary will be commensurate with experience and education
- Generous vacation policy
- Employer paid health insurance with dental and vision

How to Apply:

- Email a resume and cover letter to info@medicinesforhumanity. The deadline for application is Friday the 7th of October 2022 at midnight Eastern Time.

MFH is an equal opportunity employer and does not discriminate in its selection and employment practices on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, genetic information, age, or other non-merit factors.

Detailed Job Responsibilities:

Responsibilities include but are not limited to the following:

I. Program Direction

1. Collaborate with Program Director in guiding the organization to fulfill its service mission in LAC.
2. Direct and manage MFH Program Service (PS) projects in LAC; this includes but not limited to the development of project work plans, start-up plans for projects, identifying and troubleshooting implementation challenges.
3. Work with LAC coordinators and in-country healthcare partners to define project scopes, goals, budget and deliverables; supervise the preparation of annual plans and budgets for LAC projects.
4. Prepare contract agreements between MFH, partners, contractors and other service providers for signature by the Executive Director (ED).
5. Collaborate with the Program Director to identify and document best practices from the projects being implemented in LAC.

6. Collaborate with the Program Director to develop project management tools for project services and interventions that reduce child mortality.
7. Lead the identification and recruitment of consultants for specific project activities.
8. Ensure staff compliance with MFH organizational policy particularly the security manual, child protection and financial management policies.

II. Program Monitoring and Reporting

1. Work with Program Director to set Monitoring and Evaluation standards and practices for MFH.
2. Provide leadership in continually manage project expectations with coordinators, partners and stakeholders.
3. Meet quarterly with LAC partners and coordinators to review progress to project goals, troubleshoot any issues, and set next steps.
4. Collaborate with the Program Director in overseeing the annual evaluation and planning process for existing and new MFH programs.
5. Collaborate with the Development department in providing reports needed for donors for LAC and the board of directors.

III. Program Growth

1. Identify, cultivate and work with the Development team to secure strategic funding opportunities with foundations, agencies, and NGO's with particular emphasis on LAC.
2. Build relationships vital to the success of each project.
3. Collaborate with the Development dept. and the PS department in the development of project proposals for funding LAC projects.
4. Collaborate with the Development department to provide reports as required for donors of LAC projects and the MFH Board.
5. Contribute to MFH marketing efforts by providing material for newsletters, annual reviews, social media posts, and other communication channels.
6. Identify general opportunities for partnership with Sexual, Reproductive, Neonatal, Maternal, Child and Adolescent Health organizations, other NGOs with common goals or academic organizations with the potential to improve program quality or growth.
7. Support in country staff in planning for virtual tours, donor and staff visits to LAC projects.

IV. Staff Supervision

1. Review and approve annual performance plans for Country Coordinators in LAC.
2. Meet and conduct quarterly coaching and mentoring sessions with Country Coordinators.

3. Identify capacity building needs for LAC staff and match them with potential knowledge and skill building resources.
4. Identify and provide resources for HR management to partners as needed.

V. **Budgeting and Planning**

1. Collaborate with the Program Director to **prepare the annual operational plan and budget, and in monitoring and reporting progress vs. planned budget.**
2. Review and submit cash advance requests and wires for LAC projects
3. Review and pre-approve travel justifications for LAC staff.
4. Participate in MFH Strategic Plan development and implementation.