

## Program Manager II/Head of Office

Catholic Relief Services (CRS)

**Location:** Guyana

**Closing date:** 26 Apr 2008

Job Description

**Requisition Number:** I 08 023

Job Description.

The Guyana Head of Office (HoO) will oversee the implementation of the CRS program, administration, finance and representation activities. In addition to overseeing the implementation of the ART program (AIDSRelief), he/she will be responsible for the administration of the CRS/Guyana office and the CRS-privately funded project portfolio, as well as explore potential for further CRS program growth in Guyana. The HoO will report to the CRS/DR Country Representative while maintaining a close working relationship with LAC Regional structures, in particular the CR in the DR and the AIDSRelief Country Technical Coordinating Team (CTCT).

**Primary Responsibilities:** The Guyana Head of Office will provide project oversight, leadership, and technical expertise for CRS' presence in Guyana.

1. With support from the CRS/Dominican Republic (CRS/CR) Country Representative, represent CRS to in-country stakeholders including Church partners, donors, local partners, and Government of Guyana;
2. In collaboration with AIDSRelief consortium members and local partners, coordinate program activities with all aspects of the ART program (program monitoring & support, financial management, reporting, donor & partner relations).
3. Ensure the administrative and financial management of the CRS/Guyana office.
4. Manage CRS-privately funded activities in Guyana in collaboration with the CRS/DR office;
5. Provide leadership in exploring potential growth of the CRS program in Guyana.

**Specific Responsibilities:**

The Guyana HoO will provide leadership to the following responsibilities:

### **1. Representation**

- a. Represent CRS to the local Church to maintain strong relations and to explore opportunities for collaboration.
- b. Serve as the primary representative of CRS/AIDSRelief to the host government, US Government agencies and other stakeholders.
- c. Serve as the representative of CRS/AIDSRelief to local and international press about in-country operations.
- d. Serve as point of contact and assist with logistical support in Guyana for all visits from CRS/AIDSRelief colleagues (ie. assessment teams, medical teams, technical assistance, evaluations, etc.), donors and other stakeholders.

### **2. ART Program Implementation**

- a. Assist AIDSRelief M&E Technical team with initial country level data collection & analysis.
- b. Ensure necessary training and technical assistance is made available to local implementing partners to develop capacity to implement the ART project.
- c. Conduct regular monitoring visits Local Partner Treatment Facilities (LPTFs), facilitate coordination within LPTFs (e.g. monthly coordination meetings), and ensure they are part of the national network of HIV care & treatment providers.
- d. Assist LPTF and MOH in planning and organizing training programs. Identify training needs and objectives for the purpose of capacity building, project expansion, sustainability as well as promotion and advocacy.
- e. Work closely with local partners to develop community outreach strategies that reduce the stigma of HIV/AIDS, increase access to community-based support services and encourage individuals to seek testing, treatment and care.
- f. Work closely with CTCT, LPTFs and in-country partners on supply chain management issues (e.g. lab supplies, drugs, equipment) to ensure timely receipt and accountability.
- g. Oversee transition of ARV procurement towards a national, harmonized procurement system.
- h. Assist with the identification of new sites and partners in Guyana that can be brought into the CRS/AIDSRelief program.
- i. In collaboration with CTCT, lead development of AIDSRelief/Guyana annual budgets and workplans.
- j. Certify disbursement of funds, verify partner expense reports and submit financial status reports to

CRS/DR and donors.

k. Work with LPTF staff to ensure compliance to grant requirements.

l. Provide analysis and recommendations of the program in Guyana to inform overall AIDSRelief strategy and implementation.

m. Prepare and submit required narrative reports to CRS/DR, the Country Technical Coordinating Team, donors and other stakeholders.

### **3. Office Administration**

a. Ensure timely reporting to Executive Leadership Team (ELT) and LACRO on security, program resources, and partner relations;

b. Oversee implementation of finance systems to ensure accountability of office funds and supplies;

c. Oversee establishment and ongoing operations of CRS/Guyana office (e.g. staff recruitment & supervision, operation of CRS/Guyana office & assets).

d. Oversee implementation and update appropriate policies, procedures and plans (e.g. security plan, personnel manual) for CRS/Guyana office.

### **4. Privately Funded Program Portfolio**

a. Develop strategically appropriate projects in coordination with local partners

b. Provide programmatic and financial management for CRS' privately-funded projects

c. Provide capacity building for local partners on project development and management

### **5. Program Growth**

a. Liaise with potential local partners & donors, as well as additional in-country stakeholders to promote the growth of the CRS program portfolio in Guyana.

b. Lead the SPP process for Guyana in coordination with CRS/DR

Qualifications:

1. Master Degree, preferably in public health or in related field.

2. Minimum five or more years in the developing world in project management positions.

3. Experience in HIV/AIDS programming at the field level and providing technical assistance to partner organizations.

4. Knowledge of CRS policy operations and procedures.

5. Ability to work both in a team and independently and ability to transfer knowledge through formal and informal training.

6. Experience in, and a commitment to, integrated community development.

7. Experience with public grant proposal writing and reporting.

8. Excellent analytical and information seeking skills, proven decision-making skills.

9. Cultural sensitivity and solid track record as a team player.

10. Strong inter-personal and public relations skills.

11. Experience in designing and implementing participatory planning and evaluation methods.

12. Willingness and ability to travel extensively.

13. Proficiency in MS Office suite, including Word, Excel and Outlook.

**TRAVEL:** Position will be based in Guyana with some international travel

**Anticipated Start Date:** July/August 2008

**Foreign Language Required:** Excellent English language oral and written communication skills.

Professional proficiency in Spanish and/or French also required.

**Major Responsibilities of Position:** Administration, Program Design, Finance, Monitoring/Evaluation, Mentoring/Training, Supervision, Report Writing and Needs Assessment.

Vacancies Contact

To apply for this position please visit the Catholic Relief Services website at [www.crs.org/about/careers](http://www.crs.org/about/careers).

Regrettably, email submissions can not be accepted.