

IFES Position

Program Coordinator-Haiti

Location: United States
Division: Program Management
Status: VA-Based Full Time
Position Number: 17:107

Project Description:

The International Foundation for Electoral Systems (IFES) is currently seeking a Program Coordinator to provide administrative and programmatic support for an anticipated five-year USAID/EPT project aiming to improve public confidence and participation in Haiti's electoral and political processes.

The Program Coordinator is the entry level II position to program work at IFES, providing support to the program division, specifically to the Haiti program and to new business initiatives. The Program Coordinator will provide administrative and programmatic support for current and developing programs

Job Responsibilities:

- Assist with program work and other special projects for the division.
- Participate in program forecasting and tracking of project expenditures.
- Input financial data for pipelines, review data in financial system for accuracy, check accuracy of financial reports.
- Coordinate project implementation and monitoring.
- Troubleshoot project problems. Identify and implement creative solutions.
- Review/prepare/submit material for procurement including drafting RFP/RFQ, preparing selection packages, tracking existing contracts etc.
- Monitor/track pending IFES grant/contract actions and coordinates timely response.
- Participate in proposal development and new initiative processes.
- Assist with recruitment of field staff and consultants including preparing posting, collecting documents for hiring packages etc.
- Assist with writing and reviewing of monthly/quarterly reports, writing program success stories etc.
- Participate in IFES' knowledge management initiatives and other thought leadership efforts.
- Attend meetings at request of supervisor to gather and share information with colleagues.
- Under the direction of the supervisor, provides training and some guidance to interns.
- Backstop other regional programs, as needed.
- Other duties as assigned.

POSITION SCOPE: Provides varied support functions and performs routine job duties requiring familiarity with proposal development, program management, and research and development initiatives. Contribute to program planning and development. Coordinate work activities performed by internal and external partners

DECISION MAKING/PROBLEM SOLVING: Identifies and analyzes problems or discrepancies affecting own work or work products. Works to overcome barriers and constructively deal with unexpected challenging situations. Develops or supports the introduction of new and improved methods or procedures, based on knowledge of procedures and logic.

FISCAL RESPONSIBILITY: Participates in project budget planning, perform routine processing, recording and reporting of financial transactions, including field expenses, in compliance with IFES policies and procedures.

RELATIONSHIPS: Maintains collaborative working relationship with team members and other staff within the

Programs Division. Proactively works with team members and across departments to improve team collaboration and functioning on a continuous basis.

SUPERVISION EXERCISED: None **Qualifications: Education:** Bachelor's degree required in relevant field; Master's degree is a plus.

Experience: At least 2 years' relevant experience in international development or related field.

Related Skills or Knowledge: Experienced with Microsoft Excel, Word and PowerPoint required. Introductory experience in proposal development required, with experience in program management and supervisory roles. Familiarity with USAID regulations and reporting requirements preferred. Detailed oriented and organized. Ability to prioritize and meet deadlines. Strong communicator, both verbally and in writing. Collaborative, team oriented individual.

LANGUAGE SKILLS: English required. Proficiency in French required.

TRAVEL: Travel may be required, up to 10%

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Standard office work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Copy/paste; Paste Options and Merge Formatting to clean up if needed

How to Apply:

You **must** go to <http://www.ifes.org> to the Careers section and apply online. Applications are **only** accepted in this way. Make sure you upload all papers together (e.g. resume, cover letter, application, etc). Resumes will only be reviewed and accepted for consideration if submitted through our Careers page.

[Direct Link](#)