

## **Associate Award Administrator/CEPPS Liasion**

**Location:** Virginia

**Division:** The Center

**Status:** VA-Based Full Time

**Position Number:** 17:183

### **Project Description:**

Established in 1995, the Consortium for Elections and Political Process Strengthening (CEPPS) pools the expertise of the International Foundation for Electoral Systems, the International Republican Institute and the National Democratic Institute, as well as seven associate partner and more than 20 resource partner organizations. The Global Elections and Political Transitions (GEPT) mechanism is a five-year USAID Leader With Associates (LWA) award held by CEPPS. CEPPS provides USAID and other donors with the capacity to deliver elections and political processes and transitions programming across the entire spectrum of political contexts and geographic regions.

### **Job Responsibilities:**

The CEPPS Program Officer will develop and maintain partnerships with multiple stakeholders within IFES, as well as partner organizations, USAID and other donors; efficiently manage multiple deadlines and responsibilities related to USAID award management; and draft technical and other reports as directed.

- Meticulously detail-oriented and organized.
- Ability to work independently.
- Ability to prioritize, take direction, and handle varied tasks within deadlines.
- Strong communicator, both orally and in writing.
- Collaborative, team oriented individual.

Under the direction and in coordination with the CEPPS Senior Manager, this position will provide support for the administration and management of the IFES portion of the associate awards issued under the USAID Global Elections and Political Transitions (GEPT) Leader with Associate Awards awarded to the Consortium for Political Process Strengthening (CEPPS).

### **Duties will include:**

- Participate in the administration of the GEPT Leader Award and all associate awards including managing communications between CEPPS partners and with USAID.
- Forward and track communications, deliverables, and prior approval requests.
- Participate in the IFES proposal development response by working with program teams on strategy development, budget creation ensuring compliance with terms and conditions of solicitations, and adherence to proposal development deadlines.
- Help to maintain coordination between program teams and CEPPS Management team on proposal development and project implementation.
- Work with the Knowledge Management Steering Committee to implement knowledge management initiatives and adaptive management plans.
- Assist with ensuring compliance with award terms and conditions and USAID regulations as well as IFES internal policies and procedures.
- Track reporting deadlines, and perform regular follow up with IFES program teams to ensure timely submission of reports and other deliverables to donor.
- Provide quality control, including copy edit support, on IFES requests, deliverables, and communication to the donor; while ensuring compliance with USAID regulations and PD requirements.
- Assist with the review and submission of CEPPS associate award quarterly and final reports.
- Support design and implement ongoing training for CEPPS staff.

**POSITION SCOPE:** Provide varied support functions and perform moderately complex job duties. Manage work activities with internal and external partners to ensure achievement of assigned objectives. Performance and outcomes are subject to management oversight.

**DECISION MAKING/PROBLEM SOLVING:** Multi-factor decision-

making requiring research and analysis, subject to supervisory guidance. Verify and analyze facts, consult with other departments/stakeholders as needed, then implement solutions based on knowledge of procedures, logic, and sound judgement. Initiate contact with staff in other departments/stakeholders to exchange detailed, substantive information and coordinates activities necessary to achieve work goals.

**RELATIONSHIPS:** Develop and maintain collaborative relationships, which require highly-developed interpersonal skills, involving active listening, creativity and problem solving, to assure desired outcomes. Develop opportunities to improve working relationships and work outcomes with internal and external partners.

**TRAVEL:** Travel may be required, up to 10%

**Qualifications:**

**Education:** Bachelor's degree Business, International Relations, Finance, or a related field required.

**Experience:**

- Minimum of 4 years' relevant experience in international development.
- Experience with the administration of USAID and/or US Department of State grants or contracts
- Working knowledge of OMB Circulars related to grants and cooperative agreements and/or AIDAR strongly preferred
- Proficiency with Microsoft Office suite, including SharePoint required.
- Strong communicator, both verbally and in writing.
- Experience in drafting and analyzing project budgets
- English required; foreign language skills an asset.

**To Apply:**

You must go to [www.ifes.org](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 (ie. cover letter and application, etc.). Resumes are only reviewed and accepted if submitted through our careers page.

**Direct Link:**

<https://www.vs4.vscyberhosting.com/ifes/?adata=EDpesOT54SpqeEKTh8He4qVnPOAZDyCoS7f5g1x1q58tV4x1ROGe9jVNV5Uksg7nY9DDIr49rOS9cUAJD95yk97f605DInCWakDfRpbOBhnfHnWLI7EA16CzErYYZnTxJHTGaltPPOQwbvmMqmWJjMhuFbEkBxLcVxpSCgqPI7cgpldEprlejhzbn9EkXNviEeQ%2fqIRYKO5lyq6uoKmN4dQ%3d>