

Project Administrator, HIV / TB and Health Systems Innovation and Delivery

Job title: Project Administrator, HIV/TB and HSID

Location: Washington D.C.

Division: Public Health

Instructions to apply: Please click on this link, <http://bit.ly/2whPF7f>

***Please include a cover letter with your resume describing your interest and how you meet the qualifications.**

PATH is an international organization that drives transformative innovation to save lives and improve health, especially among women and children. We accelerate innovation across five platforms-vaccines, drugs, diagnostics, devices, and system and service innovations-that harness our entrepreneurial insight, scientific and public health expertise, and passion for health equity. By mobilizing partners around the world, we take innovation to scale, working alongside countries primarily in Africa and Asia to tackle their greatest health needs. Together, we deliver measurable results that disrupt the cycle of poor health.

The Health Systems Innovation and Delivery (HSID) program within PATH focuses on the health system, including cross-cutting elements of the system that delivers health services and assures health for individuals or communities. This work includes robust analyses to guide the design and implementation of 1) cross-cutting health system innovations to improve health system performance 2) cross-cutting health system adaptations to better assure successful adoption and scale of specific product disease prevention innovations 3) technical assistance to strengthen overall health system integrity and resilience and 4) strategies to better integrate the effective delivery of services across health and disease categories

PATH's HIV and Tuberculosis (HIV / TB) portfolio includes programs in multiple countries and continents that involve expansion of community based care, introduction of new technologies and service delivery models, and strengthening the continuums of care. With new projects in the Democratic Republic of Congo, Nigeria and Zambia, the HIV / TB team has the opportunity to expand and delivery on PATH's HIV strategy and an emerging TB strategy to improve health outcomes for persons affected by these infectious diseases.

The HIV / TB and HSID programs are currently recruiting a Finance and Contracts Administrator (FCA) to support our contractual, financial and operational management of the work across multiple projects and countries. The FCA will work alongside senior administrators to support day-to-day tracking of contractual and financial deliverables of each program; support the senior administrators, Project Directors and field-based finance and compliance teams in management and assessment project risk; and coordination of donor relationships.

This role will work in partnership with and provide support to the Senior PADM in the following areas:

- Serving as a “bridge” between the HIV /TB and HSID programs and PATH Administration, Finance, and Human Resource teams.
- Managing donor relationships relative to financial and regulatory aspects.
- Developing and managing project budgets.
- Updating monthly financial trackers for each of the projects.
- Providing guidance to and collaborating with finance unit in preparing financial reports and invoices.
- Ensuring compliance with donor requirements.

- Monitoring all subordinate agreements (i.e., subcontracts; subagreements; purchase and work orders, consultant agreements).
- Ensuring compliance with PATH policies, requirements, and standards.
- Facilitating procurement needs for teams.
- Providing support to team business development efforts, as directed.

Required skills and experience:

- Bachelor's degree required with 3-5 years of experience in an administrative management function, particularly with financial management systems and processes.
- Proven success working with US government donors, previous experience working with USAID highly desirable.
- Expertise in Excel.
- Proficiency with MS Office software, including end-user familiarity with SharePoint.
- Team-focused with the ability to interact with diverse colleagues and facilitate strong working relationships; adept at working closely with others over geographical distance.
- Excellent written and oral communication skills in English; diplomacy in communicating with a broad and diverse audience.
- Conversational capacity in French is highly desirable.
- Demonstrated financial management and budgeting skills required.
- Knowledge of health issues desirable.
- Active problem-solver and management adviser.
- International work or study experience a plus.
- Excellent organizational skills and able to work independently with minimal supervision.
- Business Development experience, with bi-lateral donors, US Government experience highly preferred.
- Must have legal authorization to work in the United States.

PATH is dedicated to diversity and is an equal opportunity employer.

PATH is an equal opportunity employer. Every qualified applicant will be considered for employment. PATH does not discriminate based on race, color, religion, gender, gender identity or sexual orientation, genetic information, age, national origin, marital status, disability status, political ideology, military or protected veteran status, or any other characteristic protected by applicable federal, state, or local law.