

Job Title: Program Officer, USAID Participant Training Programs**Organization: IIE****Location: Washington, DC**

IIE is a global leader in promoting international academic exchange. IIE's mission is to help people and organizations leverage the power of international education to thrive in today's interconnected world. Our work advances scholarship, builds economies and promotes access to opportunity.

IIE develops and implements many of the world's most effective and prestigious scholarship and training programs, including the Fulbright Program on behalf of the United States. We help governments and corporations develop an educated workforce and prepare students and professionals to succeed in the global economy. And we provide opportunities to underserved populations, protect scholars and students in danger and encourage teaching and learning across cultures.

IIE administers U.S. Agency for International Development (USAID)-funded Participant Training (PT) programs in Egypt, Indonesia, Timor-Leste, Tanzania, and Vietnam. Through these programs, IIE works with USAID and local stakeholders to build the capacity. The Program Officer - USAID Participant Training Programs serves as the day to day backstop for U.S.-based (short and long-term) participant training activities and may support several USAID projects. The Program Officer - USAID Participant Training Programs directly supports and monitors a caseload of between 25-35 participants in long-term programs, and manages short term training programs. Work is carried out independently under general supervision.

Essential Functions

- **Monitoring:** (i) Monitors and supports the well-being, academic progress, and compliance with USAID and J1 visa requirements for 25- 35 international participants completing a degree in the U.S. (ii) Conducts campus visits to U.S. universities to monitor participants (ii) Supports and leads orientation and re-entry programs. (iii) Supports data maintenance in TraiNet. (iv) Enforces USAID Participant Training policies (ADS 252 & 253), supports the maintenance of operation manuals, recommends policy and procedural changes as appropriate.
- **Program Development Process:** (i) Assists with program development process for U.S. short term training programs. Research and identify potential short-term training providers (ii) Manage the competitive procurement of a training provider to meet specific technical needs, (iii) monitor the provision of training by the provider, (iv) prepare final report.
- **Program Support:** (i) Liaises with the IIE Placement division and field office on placement status. (ii) Contributes to and edits program reports for USAID. (iii) Reviews and monitors data and reporting for accuracy and completeness. May Support other teams during peak times or as needed.
- **Budgeting:** (i) Prepares and monitors individual scholar budgets and/or short-term training budgets. (ii) Supports payment process for tuition payments, disbursements, and other program costs. (iii) Completes expense report in line with IIE policies following campus visits

Education and Work Experience:

- Requires a Bachelor's degree in order to apply a working knowledge of the theories and principles in a specialized field or work discipline.
- Requires at least two years of related work experience.

Other Knowledge, Skills and Abilities

- Good organization skills with high attention to detail.
- Ability to work on and prioritize multiple tasks.
- Ability to work well under pressure and meet deadlines.
- Good written and verbal communication skills.
- Intermediate knowledge of working with Microsoft Office Suites.
- Knowledge of ADS 252 and ADS 253 requirements preferred.
- 1 year of USAID experience preferred. Student Advising or counseling experience required.
- Ability to interact with all levels of team members and external contacts; sensitive to cultural differences when working with people from other cultures.
- Ability to exercise discretion on confidential matters and to demonstrate sound judgment in consulting with and keeping others informed.
- Ability to compare and evaluate possible courses of action and recommend or decide appropriate course of action.

Work Conditions & Physical Demands:

Essential functions are performed in a general office setting with low noise. Job demands may require long periods of sitting; telephone work and/or computer work, as well as interactions with other team members and external stakeholders. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

IIE is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status

To apply, please visit: <https://iie.hua.hrsmart.com/hrsmart/ats/Posting/view/2460>