

Program Officer (Re-advertisement)



Summary of the Position

Nascent is seeking a Program Officer to design and coordinate programs and activities from the Headquarters office. Working in close collaboration with senior management, the Program Officer will support daily execution of program activities in our portfolio to ensure that they are implemented on-time, within budget, and in accordance with donor regulations, and serving as a liaison to country program managers.

PRIMARY DUTIES & RESPONSIBILITIES

- Provide program support across Nascent's portfolio including developing, coordinating and monitoring annual work-plans activities, supporting country teams achieve project deliverables;
- Support country teams through coordination between programs and operations to ensure that project requests are processed in a timely manner and in accordance to project objectives and donor standards;
- Track project finances and provide guidance to field teams concerning project expenditures, and budget projections, work closely with HQ accountant and country finance officers.
- Collaborate with country program managers and produce high quality project reports throughout program cycle;
- Ensure sub-awardees agreements and contracts compliance with support from senior management;
- Build capacity of field staff by troubleshooting and addressing project management training needs;
- Support Nascent's business development process by identifying new opportunities, positioning Nascent for these opportunities and preparing the necessary documents for such Nascent's bids;
- Collaborate with the communications team to increase Nascent's programs visibility.
- Represent Nascent in external events, conferences etc.

REQUIRED SKILLS & QUALIFICATIONS

- Bachelor's degree in international development, business administration, international relations, or a related discipline, with a Master's degree preferred;
- 5+ years of experience with project management of donor-funded international development activities, preferably in support of programming in Sub-Saharan Africa; USDA/USAID experience preferred;

- Knowledge of US government award mechanisms, and procurement rules and regulations;
- Experience in preparing project reports and work-plans and other design documents;
- Experience supervising and mentoring home and field office staff of various ability levels is preferred;
- Knowledge of and networks within the international development community;
- Excellent communication skills, written, and oral proficiency in English, with proficiency in a foreign language highly desirable;
- Exceptional time management skills, with the ability to deliver under tight deadlines;
- Highly self-motivated and autonomous; ability to work with little guidance;
- Willingness and ability to undertake a broad range of tasks as necessary in a small, growing organization;
- Ability to communicate effectively in multi-disciplinary and cross-cultural teams;
- Ability and willingness to travel internationally 15% of the time.

How to Apply

To apply, please submit a cover letter, CV, and salary requirements to recruitment@nascents.org. **Please include “Program Officer” in the email subject line.** CVs without cover letters will not be considered. Please note that only shortlisted candidates will be contacted. Closing date for applications is **December 10, 2019**.

Current work authorization in the United States is required.

Nascent Solutions is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, personal appearance, family responsibilities, or political affiliation.

About Nascent Solutions

Nascent Solutions (Nascent) is a Virginia-based 501(c)(3) non-profit international development organization. Its mission is to enable vulnerable people, especially women and children in rural Africa, to develop skills for self-sufficiency. The organization’s areas of focus are food security and nutrition, health, education and skills development, and gender equity.

Nascent offers employees a competitive compensation package, including health insurance, paid vacation, 401(k), and a professional development stipend.