

## Helen Keller International JOB ANNOUNCEMENT

### Director of Programs, Guinea *(Conakry, Guinea)*

Helen Keller Intl is a global health organization dedicated to eliminating preventable vision loss, malnutrition and diseases of poverty. Cofounded by Helen Keller – and guided by her fierce optimism and belief in human potential – the organization delivers life-changing health solutions to vulnerable families where the need is great but access to care is limited. In the U.S., Africa, and Asia, Helen Keller’s proven, science-based programs empower people to create opportunities in their own lives and build lasting change.

We are seeking a Program Director to join our country program in Guinea.

#### **Country Program Overview**

Helen Keller started its activities in Guinea in 2000. We provide vital technical assistance in support of the Government of Guinea's efforts to reduce maternal and child morbidity and mortality, both in the areas of nutrition and neglected tropical diseases (NTDs).

Helen Keller is particularly involved in the fight against malnutrition, mainly implementing a vitamin A supplementation program.

Helen Keller also plays a key strategic and decision-making role in defining health and nutrition policies and guidelines in the country and serves on several key steering and advisory committees related to child health and nutrition and health systems strengthening. Helen Keller is also a member of the nutrition multi-sectoral committee for Guinea, and works at the policy level by supporting efforts to implement new strategies and approaches to achieve universal coverage for vitamin A supplementation using both routine health services and national Child Health Day campaigns.

#### **Functional Relationships**

The Program Director reports directly to the Country Director (CD) and serves on the Country Management Team (CMT). The position directly supervises a team of professional level staff, works closely with colleagues at all levels of Helen Keller’s global management structure and may be called upon to participate in global working groups and/or steering committees.

Helen Keller’s programs require close relations with governments, partner universities and NGOs, private industry, donors, and UN agencies and the Program Director will represent Helen Keller at relevant external technical meetings.

Helen Keller has a matrixed reporting structure that respects both the line management and authority within country office and global management hierarchies; and the accountability and oversight duties of the many subject matter experts that support our country offices. Regular communication and a spirit of teamwork among colleagues, both hierarchically and laterally are essential to make this structure thrive.

## Scope of the Position

The Program Director supports the efficient achievement of program objectives and activities by leading on program quality and program management.

As a member of the Country Management Team (CMT), the Program Director supports the CD to develop country office strategies and goals. S/he supports efforts to ensure all aspects of finance and administration are fully integrated with the work of program teams to fulfill the Helen Keller mission and the objectives established in grants. The Program Director contributes to securing funding for project activities in Guinea as well as to organization-wide efforts to optimize systems and procedures.

The position is based in Conakry with periodic travel to field sites, as well as international travel for meetings and training, as needed and appropriate.

## Specific Responsibilities

### Project Development

- As a member of the CMT, participate in the development of a country office Annual Program plan that aligns with Helen Keller's strategic plan, and budget.
- Work closely with the CD and the Business Development unit to identify funding opportunities that support the country program objectives. Participate in project design and proposal development processes, and coordinate staff to do the same.

### Program Management

- Oversee the design and implementation of effective work plans that allow for timely and ongoing review of all key outputs of the programs.
- Ensure that project implementation is in accordance with Helen Keller established plans, policies and procedures and Helen Keller core values.
- Facilitate integration with other projects and activities within Helen Keller as well as with other partners and government entities.
- Work with staff and partners to ensure strong M&E systems are in place for the development of regular project monitoring systems, the organization's shared indicator system, as well as for special studies and project evaluations, including baseline, mid-term and end-of-project.
- Oversee research and special studies design and implementation with project staff and ensure dissemination of information with a focus on publications of major findings.
- Conduct field-level monitoring for quality assurance; provide timely and constructive feedback and support to Helen Keller and partner project staff; identify and seek necessary technical support for programs as required.
- Work with project and/or finance staff to ensure sound financial planning, seamless integration of operations management, reporting and auditing of programs, and thorough budget oversight, including:
  - timely and accurate development of individual project budgets to feed into the annual country office budget process;
  - close monitoring of budgets versus actuals of project budgets to ensure good stewardship of donor and Helen Keller resources;
  - screening of sub-grantees and development of sub-grant agreements, as needed;
  - monitoring of financial performance of sub-grantees, as needed;

- timely and accurate reporting of results and expenditures, and required interim and final reports in compliance with donor requirements and Helen Keller standards, policies and procedures across the portfolio; and
- authorization of expenditures for approved budgets within assigned portfolio, or as otherwise assigned, ensuring compliance with procedures required by grant or contract agreements and internal policies and procedures.
- Work closely with the CD to address all issues raised by Helen Keller staff, donors or respective line ministries regarding program implementation.
- Manage the safety and security of staff and responding promptly to emergent issues.

#### Team and Performance Management

- Hire, mentor, supervise and evaluate program coordinators for assigned project portfolio and contribute to an atmosphere conducive to professional growth and development.
- Coordinate and develop terms of reference and supervise consultants and other technical support resources needed for program-related activities.
- Cultivate an atmosphere conducive to sharing of lessons learned and to mutual learning among Helen Keller staff and among partners.
- Consult with and guide staff to achieve goals and ensure accountability to beneficiaries, partners, colleagues and donors by providing ongoing feedback in a context of mutual respect.
- Provide guidance to program coordinators in supervising their project teams to implement high quality programs on time and on budget as outlined above.

#### External Representation / Coordination with partners

- Work with program staff to ensure partners are knowledgeable of Helen Keller's technical and financial policies and procedures, and donor compliance requirements.
- Actively support efforts to ensure that program staff have the skills and tools necessary to build partner capacity.
- Collaborate with respective line ministries and other organizations' technical staff working in the sectors of interest to Helen Keller to build partnerships.
- Actively support efforts to ensure that Helen Keller programs are recognized/promoted and implemented in accordance with national agendas.
- Participate in meetings and seminars within Helen Keller, nationally, and internationally as requested by CD.

#### **Qualifications**

- Master's degree or above in development, nutrition, public health, program management, international development or other relevant field, plus minimum seven years working in project management for an international organization in the area of public health, or equivalent combination of education and experience.
- Excellent interpersonal and people management skills, including an ability to effectively lead a team, make timely and transparent decisions, manage conflict, and represent the organization externally.
- Excellent oral and written English and French language skills, including the ability to synthesize complex technical and programmatic issues.
- An ability to work in challenging and changing environments.
- Demonstrated ability to develop budgets, monitor financial status and manage administrative and financial activities of complex programs.

- Substantial experience with a variety of donors including, for example, USAID, Canada, European Commission, UNICEF, and private foundations.
- Demonstrated ability in project design and proposal writing.
- Experience with monitoring and evaluation tools and systems.
- Proven track record with institutional strengthening and partnership building.
- Ability and willingness to work under pressure with a positive attitude, as a part of a global organization.
- Ability to prioritize workload, assume responsibility for work, and follow through to completion.
- Ability to work under pressure, maintain balance when under stress and meet strict internal and donor deadlines.
- Collaborative, flexible and solution-oriented.
- Demonstrable respect for all persons regardless of religion, ethnicity, class or gender, with a high comfort level working in a diverse environment with a demonstrated commitment to high professional ethical standards.
- Commitment to Helen Keller Intl's work and mission.
- Ability and willingness to flex work hours to accommodate multiple time zones.
- Demonstrated knowledge of the application of information technology to this type of work including Microsoft Office Suite or equivalent.
- Ability and willingness to travel within the country to project sites.

The initial employment period is for two years with the possibility of renewal.

## To Apply

Qualified candidates should submit a cover letter and resume to [hki.recruitment@hki.org](mailto:hki.recruitment@hki.org) noting the job title in the subject line. Applications will be accepted until the position is filled.

Guinean women and men are strongly encouraged to apply.

**In the spirit of our namesake, Helen Keller is dedicated  
to building an inclusive workforce where diversity in all its forms is fully valued.**

*Helen Keller is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, or protected veteran status.*

*We are committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need to request an accommodation during the application or interview process, please contact us at the email above or call +1 646-356-1789.*