



VITAMIN ANGELS POSITION DESCRIPTION

POSITION: Program Manager, Asia

EMPLOYER: The Vitamin Angels Alliance, Inc. (VA)

ROLE OR PURPOSE OF POSITION

The Program Manager (Asia) works to design, manage, and monitor programs and projects sponsored by Vitamin Angels (VA), specifically in Asia. Because most projects sponsored by VA are implemented through a local implementation partner or grantee, the Program Manager acts to coordinate VA project inputs and to support staff of the implementation agency that possesses field level responsibility for day-to-day activity implementation. The main purpose of the position is to: i) identify and develop projects – consistent with VA strategic plans, operational plans, and country program strategies – in conjunction with technical staff, counterpart technical agencies, and implementation partners; ii) mobilize and coordinate resources committed by VA (e.g., personnel, financial, in-kind donations) for program/project implementation; iii) ensure application of appropriate financial and administrative controls and procedures to field programs; and iv) liaise with implementation partners and technical counterpart agencies in furtherance of project activities consistent with evidenced-based practices. S/he applies expertise in all aspects of program design, management and implementation while working to promote, exemplify and further the mission¹, values and culture of VA.

MAJOR DUTIES AND RESPONSIBILITIES

Identify and develop projects

- Manage project leads discovery list and (grantee/implementation partner) application process,
- Interface with prospective grantees and implementation partners to identify eligible partners and projects eligible for VA support,
- Interact with technical staff, implementation partners, and counterpart technical agencies to develop – proactively – viable, well-defined, evidence-based programs/projects for implementation by grantees and/or implementation partners,
- Assist to devise implementation strategies,
- Create and present project proposals to VA for funding consistent with advancing VA’s mission, and
- Assist in preparation of strategic and operational plans, country strategies, program budgets and other VA planning documents, and coordinate their production.

Mobilize and coordinate project resources for program/project implementation

- Manage project activation,

¹ Our mission is to mobilize and deploy private sector resources to advance availability, access and use of micronutrients, especially vitamin A, among at-risk populations in need.

- Manage, coordinate, and otherwise facilitate actions required by VA intended to support implementation of VA approved projects – including timely activation of all resource inputs committed by VA (financial, personnel, and logistical) in support of project implementation; and processing of all requests and inquiries from implementation partners and technical counterpart agencies,
- Work with the Manager for Technical Services to ensure that up-to-date best practices are incorporated into all VA projects, and
- Maintain communications with project implementation partner(s) for the purpose of problem-solving.

Ensure application of appropriate administrative and financial controls and procedures to field programs

- Manage completion of all relevant project administrative documentation,
- Assist or coordinate preparation of project financial documentation in conjunction with Corporate Services,
- Monitor project implementation progress,
- Ensure relevant financial and administrative reports are completed by implementation partners and grantees,
- Review all requests from implementation partners for resource inputs for consistency with project proposal and process these in accordance with established procedures,
- Assist or coordinate preparation and execution of cash and in-kind transfers to field projects in conjunction with Corporate Services, and
- Assist or coordinate implementation/updating of program/project database solutions to ensure VA's ability to monitor all programs and projects in Common Ground.

Liaise with partners

- Coordinate project implementation actions taken by VA with implementation partners, grantees and counterpart technical agencies, and
- Prepare and manage all communications pertaining to specific programs/projects with project implementation partners, grantees and counterpart technical agencies.

LEVEL OF DECISION-MAKING

Within the bounds of VA's mission, values and policies, and sound professional practices, the Program Manager is free to manage his/her activities in whatever way will best serve VA clients, partners and employees. Specific authorities associated with this position and their implementation procedures will be determined in conjunction with the Director of Field Programs.

ORGANIZATIONAL RELATIONSHIPS

VA operates under a collaborative, matrix management model. The Program Manager, who is supervised by the Senior Program Manager (or his/her designee) with respect to overall assignments and performance, interacts daily with all members of the VA team. Each Program Manager establishes their daily work priorities and ensures that project activities continue consistent with the established schedule and budget.

REPORTS TO:	Senior Program Manager or his/her designee
SUPERVISES:	<ul style="list-style-type: none"> • None at this time
PRIMARY WORKING RELATIONSHIPS:	<ul style="list-style-type: none"> • Director of Field Programs • Director of Corporate Services • Technical staff • Other Program Managers and regional consultants

	<ul style="list-style-type: none"> • VA implementation partners • VA technical counterparts • Vendors
TRAVEL REQUIRED	Yes

KNOWLEDGE, SKILLS AND ABILITIES (REQUIRED AND DESIRED)

Required:

- B.A./B.Sc degree from an accredited university,
- Masters degree from an accredited university,
- Study abroad experience or work abroad experience preferably in a developing country
- Computer literacy,
- Superior written and oral communications skills,
- Superior interpersonal skills,
- Superior organizational skills and attention to detail, and
- Ability to think critically.

Highly desirable:

- Minimum two years experience performing program administration with an international non-profit organization,
- Masters degree in a relevant discipline, preferably in management, public health, global studies, public health administration or a related area,
- Fluency in a second language, relevant to the Asia region
- Command of financial management and accounting
- Command of the essential elements of public health programming
- Understanding of the role of nutrition in public health programming

CHALLENGES OF THE POSITION

The challenge to individuals in the Program Manager position is functioning in an environment characterized by transition. On an ongoing basis, the main challenge to the Program Manager is an ability to thrive in an environment that requires significant self-initiative, collaboration among many team members both internal and external to VA, and an ability to work effectively and efficiently with management that is generally situated out of headquarters and accessible only by phone and email.