

Role description: Program Manager

Reports to: Chief Executive

Salary: Up to \$80,000 per year depending on experience

Location: Home working/flexible, but must be based in the USA

Benefits:

- Competitive healthcare insurance

- Paid sick leave

- 25 paid vacation days per year

- Access to Employee Assistance Program

- Access to training and development opportunities

- Flexible working options

Applicants should submit their application forms to office@humanists.international no later than 26 September 4am EDT. Note that CVs and cover letters, or additional documentation, will not be accepted or seen by the reviewing panel.

Interviews will be held on 27th and 28th September 2022 between 9am and 12pm EDT.

Humanists International - the representative body of the global humanist movement - has been awarded a multi-year grant to deliver capacity-building support to local partners in South Asia.

We are seeking a senior experienced professional capable of coordinating the implementation of a multifaceted program of work for an initial period of 12 months. We are hopeful that we can secure funding to extend, and potentially expand this role in the future.

This post is subject to a 3 month probationary period.

The goals of our program "IDEAS South Asia" are captured in its own name. We want to "increase diversity, equality, and security in South Asia", empowering humanist groups and individuals in the region.

Reporting to Humanists International's Chief Executive, the Program Manager, will be responsible for all aspects of program implementation, planning, monitoring, administration and fiscal management, including:

- Coordinating, advising, mentoring and assisting the team, contractors and local partners to deliver the program's objectives on time, and within budget
- providing support, capacity building and mentoring to local partners to ensure adequate administrative procedures, policies (incl. HR policies, safeguarding,

anti-bribery, anti-corruption, equal opportunities) and systems (incl. financial management systems) are in place.

- Ensuring that program activities in South Asia are implemented according to timelines, agreed budgets, and standards of quality expected by Humanists International, our partners and funders.
- Organizing all logistics associated with program activities, including arranging travel and accommodation.
- Ensuring rigorous monitoring and evaluation of program activities and outcomes
- Maintaining good working relationships with all relevant stakeholders.
- The candidate will be expected to hold monthly meetings with relevant team members to update them on the status of the program.
- Keeping track of the spending and producing detailed financial reports
- Evaluating the grant applications for the subgrant program and awarding grants
- Being the point of contact responsible for the enacting of emergency protocols
- Assessing the risk attached to any part of the program and enabling any contingency plan
- Ensuring the safety of all participants by implementing the planned safety measures

The Program Manager will be based in the US, working closely with the largely European-based staff of Humanists International, and our delivery partners in South Asia. As such this position will require someone who can work flexibly to accommodate time-zone differences.

This position will involve some international travel.

About you

You will be:

- Keen and excited to support the organization to achieve its program objectives
- Able to manage a diverse workload independently
- A critical thinker, decisive and proactive problem solver
- Passionate about human rights, diversity and inclusion
- Culturally sensitive
- Adaptable and flexible

Successful candidates will meet the following criteria:

Essential

- Experienced in using and understanding US Federal Award regulations, including 2 CFR 200 and the Fly America Act.

- Experienced in managing and implementing a Monitoring, Evaluation and Learning Plan.
- You will have at least at least 6-8 years of experience in supporting or managing a USG award.
- Experience in program coordination, implementation, particularly monitoring and evaluation and grant reporting of complex programs
 - Including in methods such as: Key Informant Interviews, Most Significant Change, Proven analytical skills
- Experience monitoring budgets, reporting on variances, and highlighting concerns
- Excellent organizational skills and ability to multitask and work to deadlines
- Proven strength in facilitating collaboration and collaborative ways of working both as part of an internal team and with external stakeholders and partners

Desirable

- Experience of managing budgets of around \$500,000 or more
- Project management qualification, desirable
- A strong understanding of and interest in humanism, community-based approaches and capacity building
- Experience working on South Asia programs, an in particular working with local delivery partners
- Experience working in the humanist or non-religious community, ideally internationally
- Experience managing sub-awards/sub-grants and contracts.