



# Burundi Program Manager

Location: Bujumbura, Burundi

Position Type: Full-time

## Organizational Overview

The extreme disparity in health outcomes and access to healthcare that exists today between the world's rich and the world's poor is unjust and unsustainable. To change this unacceptable status quo will require a new generation of leaders with diverse skills and backgrounds. Emerging leaders need opportunities to build their skillsets and build meaningful connections with other young leaders who share a vision for transformative change.

Global Health Corps is mobilizing a global community of emerging leaders to build the movement for health equity. We do this by providing yearlong paid fellowship opportunities to passionate young leaders. During their fellowship years, GHC fellows serve in positions of impact within outstanding healthcare organizations in the US and sub-Saharan Africa. They also engage in intensive training, professional development opportunities, mentorship and thoughtful community-building.

Fellows work in teams of 2—one international fellow and one in-country fellow—on a wide range of projects that improve healthcare access and health outcomes for the poor. Working at for-profit, non-profit, and governmental health organizations, fellows have built financial management systems for grassroots HIV organizations in Uganda, counseled homeless teenagers in New Jersey, supported district pharmacies in Rwanda in rolling out new supply chain management tools, and conducted policy research in Washington DC.

## Position Overview

Global Health Corps seeks a passionate and organized leader to serve as the Burundi Program Manager, starting in June 2014. The Program Manager is responsible for providing dedicated support to our fellows and partner organizations in Burundi. The Program Manager manages all fellow logistical and programmatic support in Burundi and coordinates a number of regional and organization-wide training events. The Program Manager will also work with the VP of Programs in developing and managing GHC's leadership development curriculum, platforms for fellow collaboration, and the alumni program. This position requires exceptional passion for our work and the ability to thrive in a dynamic, start-up work environment.

# Responsibilities

## (1) Fellow Programming and Support:

- Serve as primary support staff for all fellows in Burundi, coordinating housing, financial, travel, and general fellowship logistics throughout the year.
- Support on-boarding of all new fellows in both the programmatic and logistical preparations for the orientation training, including facilitation of effective pre -arrival -communications with their respective organizations before the orientation training.
- Prepare fellow supervisors to work with and manage fellows effectively through the organization of the in country supervisors' workshop and regular communications
- Conduct regular check-ins with each fellow, offering supportive accompaniment through professional and personal development during the fellowship year.
- Organize country-based activities and events for fellows, including quarterly workshops, attendance at a mid- year retreat, and locally-based events and opportunities to foster community building and leadership development.

## (2) Placement Organization Relationship Management:

- Lead networking and recruiting efforts with potential new placement organizations in the country.
- Work with the VP of Programs to develop the portfolio of placement organizations.
- Collaborate with other GHC staff to develop strategic partners in curriculum design, advising, advocacy and general programming.
- Work with new and existing placement organizations to develop fellow position descriptions, coordinate contracts, and make logistical preparations for hosting fellows.
- Communicate with placement organization supervisors / staff contacts regularly during fellowship year, including site visits, formal evaluations, selection process support, etc.

## (3) Alumni Programming:

- Working with the Alumni Committee in the country, facilitate the continued involvement of GHC fellows from prior years.
- Organize professional development and networking events for alumni in the region and offer professional and personal support as needed.
- Working with the VP of Programs and the rest of the Program Team, continue to develop programming for alumni.

## (4) Overall Programmatic and Operations Support:

- Monitor security situation in Burundi, taking appropriate action when necessary to ensure safety of fellows.
- Lead regional-specific efforts to recruit and select future fellows from the region, including in-country interview coordination.
- Handle all country operational needs, including managing country program budget, maintaining NGO registration status, and overseeing GHC property rentals.
- Serve as a GHC representative at events as needed.
- Support other members of the GHC team as needed on operational or programmatic projects throughout the year.

## Qualifications

### Capabilities and Personal Traits:

- Fluent in English and French
- Exceptional drive and passion for our work; mission-driven with a positive attitude
- Compassionate listener; genuine interest in the personal narratives and development of young leaders
- Excellent written and verbal communication skills
- High emotional intelligence and interpersonal skills; excellent decision-making and judgment
- Keen analytic problem solving abilities
- Orientation towards timely execution with excellent follow-through skills
- Careful attention to detail, with an innovative eye for improving systems
- Entrepreneurial, adaptable, and action-oriented
- Knowledgeable and passionate about global health and international development

### Experience:

- 3+ years experience working in Burundi
- Demonstrated ability to manage systems and processes
- Experience with event planning and/or program logistics management
- Experience working with people in a cross-cultural working environment
- Comfortable working under frequent, tight timelines and delivering high-quality work products on time
- Commitment to health and social justice issues and understanding of global health and development issues
- Counseling, guidance, mentoring, or leadership development experience preferred

## How to Apply

To apply, please submit resume and cover letter to [apply@ghcorps.org](mailto:apply@ghcorps.org). Please indicate Burundi Program Manager in the email subject.