



Malawi Program Manager

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 skills 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:

- ***Increasing the impact of great organizations today:*** Fellows work with high-impact organizations in year-long paid positions. During their fellowship year, fellows make a significant and measurable contribution to the partner organization and the target population.
- ***Training and supporting the leaders of tomorrow:*** Over the course of the fellowship year, fellows participate in a wide range of activities aimed at increasing their effectiveness as practitioners and their development as leaders.
- ***Building a global community of change-makers:*** Fellows build a set of shared values, commitment and skills that they carry well beyond the fellowship year. The GHC community and alumni program serve as a source of opportunity and strength throughout fellows' lives and careers.

Fellows work in teams of 2—one international fellow, one in-country fellow—in a wide range of areas to support our partners in improving healthcare access and health outcomes for the poor. 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 Malawi Program Manager, starting as soon as possible. The Program Manager is responsible for providing dedicated support to our fellows and partner organizations in Malawi. The Program Manager manages all fellow logistical and programmatic support in Malawi 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 Malawi, 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 and Africa Regional Director 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:

- 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.
- Monitor security situation in Malawi, taking appropriate action when necessary to ensure safety of fellows.
- 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.

(5) Staff management

- Manage the Malawi Program and Operations Associate and interns recruited to help with specific work areas

Qualifications

Capabilities and Personal Traits:

- Fluent in English
- 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:

- 5+ years experience working and managing programs, at least 2 of which in Malawi
- Strong relationships in the healthcare and/or social justice space in Malawi
- 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
- Relevant undergraduate and preferably postgraduate degree

How to Apply

To apply, please submit a resume and responses to the two questions below to apply@ghcorps.org by **15 June 2015**. Please indicate Malawi Program Manager in the email subject. Please limit your response to each question to 300 words. No cover letter necessary. Please indicate **Malawi Program Manager** in your email subject.

Q1 – What draws you to the Malawi Program Manager role and why do you think you would thrive in this role?

Q2 – Tell us about a professional experience that you're very proud of. What did you do, and why are you proud of it?.