

Project Overview

FHI 360 is a United States-based nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. It serves more than 60 countries worldwide. FHI 360 is the lead agency on *Meeting Targets and Maintaining Epidemic Control* (EpiC), a five-year global project funded by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and the U.S. Agency for International Development (USAID). The goal of EpiC is to achieve and maintain epidemic control through strategic technical assistance to improve HIV prevention, case finding, care, and treatment programming in countries supported by PEPFAR. EpiC is led by FHI 360 with core partners Population Services International (PSI), Palladium Group, Right to Care, and Gobe Group.

The EpiC project in Guyana will work with non-governmental organizations (NGO) and the National AIDS Programme Secretariat (NAPS) to provide HIV services to key populations (KP), female sex workers, men who have sex with men (MSM) and transgender individuals, in Region 4. EpiC Guyana is currently seeking qualified candidates for two positions; Program Manager (full-time consultant) and Finance Manager (part-time consultant) for an eleven-month period (October 1, 2019 to August 31, 2020). The positions will be based in Georgetown, Guyana.

Please submit a CV and biodata form with expected daily rate by August 2, 2019 to Ryan Kirlin (rkirlin@fhi360.org). Please indicate in the subject line: EpiC/Guyana and the position name

1. Program Manager – FHI 360 EpiC Project/Guyana

Job Summary:

The EpiC Program Manager – Guyana will provide leadership to the EpiC/Guyana project; specifically overseeing technical and data monitoring and evaluation of two local implementing partners. The primary responsibility is to ensure successful implementation of the EpiC work plan and achievement of project objectives and targets.

Duties and responsibilities

- Manages, implements, and monitors program activities to achieve programmatic goals outlined in the EpiC work plan
- Supervises and provides technical and M&E guidance and mentorship to the two subgrantees
- Supervises consultants supporting EpiC Guyana project
- Identifies technical support needs of subpartners and provides support to ensure high quality technical implementation of programming, including follow-up on TA actions identified by EpiC staff and other consultants
- Ensures the project achieves high quality results in accordance with the targets identified in the work and performance monitoring plans, and according to FHI 360 quality assurance and improvement standards
- Ensures data quality, verification and weekly reporting of targets from the two subgrantees
- Routinely analyzes data with subgrantees and proactively identifies areas of intervention to address performance gaps
- Coordinates closely with FHI360/EpiC HQ and participates in FHI 360/EpiC HQ meetings as needed
- Serves as the EpiC Guyana point person for meetings and interactions with FHI 360/EpiC HQ, USAID/Guyana, the Ministry of Health, implementing partners, and other key stakeholders

Qualifications:

- MS/MA/MPH with focus on public health or development or related field with at least 5 years relevant experience, or BS/BA with at least 5-7 years' experience
- At least 5 years of experience in a senior level technical advisor and/or leadership position with experience in monitoring & evaluation and working with key population groups
- Proven skills in mentoring, leadership and networking
- Knowledge of processes for developing and implementing HIV prevention, care, and treatment programs with key population groups in Guyana
- Computer proficiency in word processing, databases, and spreadsheets, including advanced skills in at least two of the following programs: SPSS, Excel, STATA, and MS Access
- Experience in setting up data bases, data analysis and presenting statistical reports
- Experience of proactively identifying risk, addressing issues and appropriately communicating these to leadership/donor organizations
- Ability to meet deadlines with strong attention to consistency, detail, and quality
- Experience with USAID-funded activities, specifically PEPFAR, including PEPFAR monitoring, evaluation and reporting experience is required
- Excellent oral and written communication skills in English
- Must be eligible to work in Guyana

2. Finance Consultant (Part-time – up to 3 days per month) – FHI 360 EpiC Project Guyana

Job Summary:

The **Finance Consultant (part-time) – Guyana** will oversee the financial management of the EpiC/Guyana program, specifically the finance needs of two sub-granted community based organizations in Guyana.

Duties and responsibilities:

- Reviews and analyzes monthly financial reports and relevant back-up documentation for each subpartner's project expenses
- Ensures that all report subpartner expenditures are allowable and compliance applicable USAID and FHI 360 regulations
- Ensures submission of monthly timely financial reports and advance requests to FHI 360 HQ by the subpartners
- Follows-up with the subpartners on special award conditions
- Builds capacity and trains implementing partners on financial policies and procedures if needed

Qualifications:

- Bachelor's degree in Business Administration, Accounting or related field
- At least 5 years of experience in successful financial management of international projects
- Demonstrated skills in financial and administrative oversight of USAID-funded projects
- Well-versed in Guyana laws and regulations that have impact on financial analysis and management controls.
- Excellent (verbal and written) communication, diplomatic and negotiation skills.
- Ability to meet deadlines with strong attention to consistency, detail, and quality.
- Excellent oral and written communication skills in English
- Must be eligible to work in Guyana