



Job Description

**Senior Program Officer
Promundo-US, Washington, D.C.**

September 2021

Overview

Promundo-US, an international non-governmental organization (NGO) working to promote gender equality and prevent violence, seeks a full-time Senior Program Officer to work in its Washington, D.C. office. This position forms part of Promundo's Programs team, the members of which are mostly based in D.C.

About Promundo

Promundo is a global leader in promoting gender equality and preventing violence by engaging men and boys in partnership with women and girls and individuals of all gender identities. We believe that working with men and boys to transform harmful gender norms and unequal power dynamics is a critical part of the solution to achieve gender equality. With partners in more than 55 countries, Promundo's work – including high-impact research, evidence-based programs, and targeted advocacy efforts – seeks to create a nonviolent, caring, and gender-equitable future for all. For more information, please visit www.promundoglobal.org.

Job Description

Promundo-US is looking for a motivated and passionate candidate to join us as Senior Program Officer, forming part of the Programs Team. Though all staff are currently working remotely, this position does require the Senior Program Officer to be based in the DC area with a hybrid work-from-home model, and requires up to 30% domestic and international travel (once work travel resumes). The position has management and technical oversight of all facets of projects and related research that Promundo develops and implements, ensuring proper team management, timely delivery of program work plan, quality control of program deliverables and building and strengthening partnerships with partner organizations, research institutions and other key stakeholders in the gender justice field. The position is full time and requires up to 30% travel (once work travel resumes after the pandemic). The primary responsibilities of the Senior Program Officer are the following.

Project Management

The Sr. Program Officer will be expected to manage and support Promundo-US projects and initiatives- both in the US as well as internationally - focusing on the [Global Boyhood](#) and [MenCare](#) initiatives. Depending on the candidate's profile, the international portfolio will include projects in Europe, Middle

East and North Africa (MENA), Latin America and the Caribbean (LAC), and/or West Africa.

Responsibilities of project management include, but are not limited to:

- Overall planning and organization of the projects assigned in their portfolio, including budget management and resource allocation;
- Monitoring of project implementation to ensure that activities proceed along the agreed timetable, results are documented and reports to funders submitted in a timely manner;
- Ensuring that projects meet their objectives and required deliverables within the expected quality and scope in cooperation with the expectations of project stakeholders (i.e: participating communities, Promundo's partners and donors);
- Identifying and managing risks and unforeseen challenges and changes in implementation conditions and settings;
- Supervising, as applicable, junior level staff and consultants;
- Supporting the development and implementation of annual operational plans and budget for programs in collaboration with the Director of Programs and VP of Programs and Research;

Technical Expertise and Accompaniment

As Sr. Program Officer, the individual will be required to lead technical capacity building, evidence strengthening, and knowledge sharing of Promundo's core expertise and initiatives. To this end, the Sr. Program Officer will:

- Design program interventions and theory of change in line with Promundo's core approach and gender-transformative methodology;
- Lead the development of curriculum and programmatic materials alongside partners;
- Organize and facilitate training workshops in the use of Promundo's gender transformative methodologies and approaches;
- With the support and input of partners, develop briefs, learning agendas, training materials, and manuals to support the implementation of Promundo's programs;
- Support the research team in the development of formative research and monitoring and evaluation of projects;
- Work closely with partners to implement, strengthen, expand and learn from initiatives and/or projects that engage men and boys, in partnership with women and girls;
- Develop systems and methods to document and capture programmatic experience, learnings and reflections for external sharing;
- Provide inputs and feedback on technical materials (e.g. curricula, project proposals, practice and learning briefs and articles, and annual reports).

Operational and Strategic Support

In addition, the Sr. Program Officer will support the larger strategic vision and plan of Promundo through:

- Developing and building relationships with national and other countries' partners, feminist organizations and consultants, and donors;
- Develop proposals in collaboration with the Strategic Growth Team and the rest of the Programs team;
- Present Promundo's work at seminars and events globally;
- Perform other duties as may be assigned by the supervisor.

Required Qualifications:

- Master's degree in a relevant field (e.g. MPH, MSc, MA in Gender Studies), preferably with a track record of applied coursework in monitoring and evaluation, project management, gender analysis, data analysis, and other relevant skills;
- A minimum of five years' work experience and a track record of success in program development and project management, and technical assistance in the field of gender equality preferably with a focus on gender transformative approaches;
- An in-depth understanding of the gender equality space and the key organizations who work to advance gender equality within it in one of Promundo's priority regions: the U.S/North America, Latin America, the Middle East, North Africa and/or West Africa region (preference for having working or been based in one of the Global South regions);
- Experience designing program interventions and facilitating participatory trainings and capacity development activities;
- Excellent English verbal and written communication skills with a keen eye for detail;
- Excellent interpersonal skills and the ability to address complex relationships and projects with diverse colleagues and partners with kind diplomacy;
- Ability to travel as required.

Desired Qualifications

- Understanding and applying evidence base on increasing gender equality, violence prevention, and sexual and reproductive health;
- Previous experience working on interventions targeting men, boys, and very young adolescents;
- An understanding of intersectionality as a conceptual frameworks for development policy and practice;
- Ability to handle high pressure and stress, ability to improvise, adapt and be flexible;
- Excellent qualitative research skills;
- Fluency in a second language –French is preferred, as is Spanish or Arabic.

Compensation

Promundo offers salary ranges that are competitive and fair in the Washington, DC not-for-profit and related sectors. For this position, the range is \$78,000-\$90,000 depending on years of experience and academic qualifications. The position includes fully paid health insurance, four weeks of paid leave, and retirement benefits.

Start Date

Proposed starting date is November/December 2021.

To Apply

To apply, please send the following documents as **one single PDF file** labeled FirstName_LastName_Program no later than **October 15th** to jobs@promundoglobal.org:

1. Cover letter
2. Resume
3. Writing sample in English
4. Two professional references

In addition:

- Please write "Senior Program Officer" as the subject heading.

- Indicate if you are legally authorized to work in the United States. For qualified candidates, Promundo-US is able to apply for an H1B visa subject to restrictions and time-lines imposed by the US visa application process.

Only shortlisted candidates will be contacted.

Equal Employment Opportunity Statement

Please view this description as a general overview, but not a mandatory comprehensive list. If you feel passionate about our efforts and believe that you have the skills to contribute and lead in this role, do apply. We want to hear from you!

Promundo-US is committed to creating and maintaining a diverse and inclusive working space for all employees and to providing employees with a work environment free of discrimination and harassment. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, creed, national origin including ancestry, ethnicity, sex including pregnancy, gender, gender identity, gender expression, and transgender status, disability, alienage or citizenship status, military status, including past, current, or prospective service in the uniformed services, genetic information, predisposing genetic characteristics, marital status, domestic violence victim status, familial status, actual or perceived sexual orientation.

We are an equal opportunity employer and we strongly encourage Black, indigenous, people of color, women, people with previous felony convictions, members of the LGBTQIA+ community, and others who identify with underrepresented groups to apply.