IMA World Health

POSITION DESCRIPTION

Vice President, Program Operations

Reports To: President/CEO

Classification: Exempt

Position Location: Washington DC or New Windsor, Maryland

Job Summary:

As a member of the Senior Management Team, the incumbent will assists the President/CEO in accomplishing the Vision, Mission, and Strategic Objectives of IMA World Health. Primary responsibilities include providing technical, operational and management leadership to the Program Department and the country offices; Supervising the HQ Director of Programs, and country directors, trouble shooting operational challenges and ensuring that all overseas programs are on track to meet donor requirements. In addition, the incumbent will provide overall leadership to shape the organization's role in global health through:

- developing and managing policies and strategies that pre-position IMA World Health as a credible leader in the reduction of the global health burden due to the diseases of poverty;
- participating in policy discussions on global health issues (e.g., AIDS, TB and malaria; strengthening of health systems, health worker flows);
- representing IMA in various fora and with various stakeholders

PROGRAMMATIC:

1. Provide management leadership and oversight to program implementation
   - Work with Director of Programs and HQ based country teams to insure the highest quality program support
   - Work with the Country Representatives and program offices to insure the highest quality program implementation
   - Develop new systems and a collaborative approach to address operational problems and insure IMA is in compliance with contractual and donor requirements
   - Provide leadership to relationships with ministries, of health, donors, and local and international partners for effective program implementation
   - Carry out other responsibilities of the position that emerge through interaction with the President of IMA, participation as a member of the Senior Management Team and interaction with IMA World Health Program colleagues.

2. Develop a role for IMA World Health as an organizational leader in global health
   - Collaborate with members of the Senior Management Team, Program HQ and field staff and other departments in supporting the development of long-term engagement of IMA World Health in global health environments.
   - Facilitate the prioritization of issues, countries, interventions and implementation partners, giving priority emphasis to IMA World Health Members' interests.

- Create a strategy for the provision of technical and programmatic support to Faith-Based Organizations engaged in health activities in countries of interest.

3. Communicate IMA World Health's current portfolio strengths in international and national environments to ensure visibility and recognition

- Participate, as appropriate, in the representation of IMA World Health Program interests, experience and expertise in varied fora such as national and international conferences, partner and donor agency meetings, Member agency meetings, etc. Present, as well as encourage colleagues to present, IMA Program results and achievements through workshops and publishing of articles in professional journals.
- Support the advancement of the IMA mission through the nurturing of existing relationships associated with current Program services, the establishment and the development of new partnerships to enhance the role of IMA in health, relief and development work.
- Work closely with the VP for External Relations to develop and strengthen donor relationships
- Seek participation in global health networks and consortia appropriate to achieving the tasks and responsibilities of the position.
- Participate with IMA World Health colleagues the preparation of technical briefing papers reflecting IMA World Health's Program expertise for sharing with appropriate policy-making audiences.
- Ensure with IMA World Health colleagues, the preparation and submission of abstracts for competition in professional and technical gatherings.
- Represent IMA World Health at the World Health Assembly and International Conferences appropriate to achieving the tasks and responsibilities of the position.
- Keep abreast of emerging health strategies and treatment protocols for sharing with colleagues, partners and appropriate policy-making audiences.

ADMINISTRATIVE:

1. Serve as the Staff liaison to the Program Committee of the Board of Directors.
2. Serve effectively as a member of the Senior Management Team.
3. Establish a comprehensive and timely reporting schedule for the Program Department.
4. Encourage Program staff development
5. Conduct the Annual Performance Appraisals for Headquarter Program staff and assigned overseas staff.
6. Other duties as assigned

REQUIRED TRAINING AND EXPERIENCE:

1. Post-Graduate Degree, Doctorate or Master's Degree that contributes to the management of major international health and development Program services.

2. Minimum ten years documented international experience, in field positions in Africa, Asia or Latin America in designing and implementing integrated, health development programs with national governments, international NGOs and/or national/local faith-based health organizations.
3. Demonstrated skills and experience in designing and implementing effective monitoring and evaluation systems and generation of published materials documenting outcomes of Program services.
4. Commitment to the faith-based nature of IMA. Able to articulate that core value to varied audiences.
5. Willingness to travel 50% or more annually.

DESIRED SKILLS AND ATTRIBUTES:

1. A proven record of strong interpersonal and leadership skills in leading Program staff and being part of a team-oriented Staff, at the organizational and the Program levels.
2. Appreciation for and understanding of socio-cultural, health and development issues, trends and challenges in the regions where IMA programs are established or emerging.
3. Excellent English writing and oral skills.
4. Experience in working with a multicultural workforce with sensitivity and appreciation of cultural differences.
5. Appreciation for and willingness to commit to the corporate mission of IMA as a service arm for relief and development agencies of U.S. Protestant denominations.