Sample Job Description

Project Management Unit (PMU) Associate
Country Programs Team / GHSC-PSM Project / Arlington, VA

General Summary:
The PMU Associate is primarily responsible for monitoring and completing activities related to supply chain management and project management in support of the Global Health Supply Chain – Procurement Supply Management (GHSC-PSM) project. This is an exciting opportunity for individuals interested in supply chain and project management to work with experts in their field and make contributions towards GHSC-PSM’s lifesaving work globally. We are looking for individuals who have a passion for making a difference in the lives of people around the world!

Responsibilities include:
- Provide overall project management support for assigned country portfolio
- Lead, under direction of supervisor, procurement and supply chain backstopping project activities
- Manage and conduct recruitment efforts for the assigned country/ies and source candidates for a variety of field positions
- Lead budget monitoring, correct allocation of expenses, level-of-effort utilization, invoices, subcontractors’ costs, expense reports, deliverables, etc., to monitor compliance with contract and Chemonics’ regulations; issue status reports as needed
- Support communication to field teams, within the Portfolio, and across Country Programs project management teams and GHSC-PSM’s prime contract team
- Process field reports, including time and expense reports and other country-related reports
- Coordinate travel, visa processing, travel advancements, vendor payment requests, invoicing, approvals, and update trackers for assigned country/ies
- Draft and manage country-specific employment agreements, approval requests, sub-TOs, and stand-alone subcontracts
- Anticipate and address field staff’s inquiries and needs promptly
- Maintain knowledge in own discipline and expand versatility in international development work by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies and Chemonics’ practice networks
- Participate on Chemonics proposal teams and mentor others on new business roles
- Perform other duties and responsibilities as required

Qualifications:
- Bachelor’s degree or equivalent work experience required
- Minimum two years of relevant work experience
- Experience in supply chain/procurement, or one of our main health areas (HIV/AIDS, malaria, maternal and child health, Zika, family planning and reproductive health) strongly preferred
- USAID contracting backstopping experience preferred
- Strong administrative skills, word processing abilities, and attention to detail
- Willingness to travel and work abroad a minimum of 4 to 8 weeks per year; experience living or working in developing countries preferred
- Demonstrated leadership, versatility, and integrity
- Strong knowledge of MS Office applications
- Strong interest in supply chain and/or global health
- Fluency in English required; secondary language fluency, particularly in French, preferred

Please note, the above is a sample position description with indicative responsibilities and qualifications and is subject to change. Qualified individuals who are interested in an open position will need to formally apply when a vacancy is announced in order to be considered by Chemonics. Individuals should refer to the position description within the vacancy announcement at that time.