Sample Job Description

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

General Summary:
The PMU Manager is responsible for monitoring and completing tasks related to project management, new business, technical capacity, and management and leadership to achieve GHSC-PSM objectives in their assigned countries and making cross-cutting contributions to overall Country Programs objectives. We are looking for individuals who have a passion for making a difference in the lives of people around the world!

Responsibilities include:
• Provide day-to-day support to country teams, including communicating and assisting with field office requests and overseeing field team’s adherence to contract requirements and government regulations, including allowances, quarterly reports, and inventory reports
• Oversee financial aspects of the assigned country program by reviewing monthly invoices to ensure accuracy and compliance with contract provisions; responsible for monitoring monthly costs using contract budget monitor, tracking contract expenditures against budget and total obligated funds
• Review and determine causes for variances to the budget and ensures that the director and the managing director are aware of the status of budget performance and driving factors; Communicate with the Indefinite Delivery/Indefinite Quantity (IDIQ) Project Management Unit (PMU) on all matters related to the assigned program’s financial performance
• Liaise with members of the PSM consortium as it relates to country program implementation, as well as IDIQ PMU on subcontractor-related issues, manages subcontract administration issues, including country-specific sub-TOs, budgets, and invoice review, and reviews deliverables to ensure they meet technical and quality standards
• Recruit long- and short-term country personnel in accordance with Chemonics’ practice and pertinent U.S. government regulations
• Conduct periodic field visits to monitor project administration, including conducting training, conducting quality control reviews, or responding to audits, providing input to work planning, if/as needed, conducting technical research, and performing other operational tasks
• Supervise, develop, and evaluate assigned staff
• Perform other duties and responsibilities as required

Qualifications:
• Bachelor’s degree or equivalent work experience required; Advance degree or 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
• Minimum three years of project management, supply chain/procurement or health relevant experience
• Willingness to travel and work abroad a minimum of four to eight weeks per year; experience living or working in developing countries preferred
• Mastery of critical project management skills, including budget management, contractual compliance, client relations and knowledge of client, and personnel management
• Strong MS Office, word processing abilities, and attention to detail
• Experience supervising or mentoring employees preferred
• Demonstrated leadership, versatility, and integrity
• Fluency in English required; secondary language advanced proficiency or 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.