

Program Manager Mozambique  
Location: Seattle, WA

HAI is an independent 501c (3) non-profit organization that also functions as a center of the University of Washington's Department of Global Health. Because of its 501c (3) status, funding comes directly to HAI from donors such as NIH, USAID, the Australian Government, CDC, the Doris Duke Charitable Foundation, and others. Substantial funds are routed through the UW resulting in HAI having both UW funded staff positions and those that are independent and internationally funded directly by HAI.

HAI is a mission driven organization with a social justice orientation. Our mission is to promote policies and support programs that strengthen government primary health care and foster social, economic, and health equity for all. Our vision is a just world that promotes health and well-being, including universal access to quality health care.

HAI staff are responsible for managing global field operations in 3 countries including Mozambique, Timor- Leste, and Cote d'Ivoire. Field operations are staffed by approximately 135 HAI staff working in these countries. As an independent non-profit organization, HAI operates its own in-house human resources department, accounting department, and grants and budget management staff all of whom work both with, and independently from the University of Washington system.

**HAI has an outstanding opportunity for a full-time Program Operations Specialist.** This position is a lead role providing support to HAI Seattle's Director of Mozambique programs for health program design and grant administration. The successful candidate will have demonstrated knowledge developing grant applications, logic models and M&E plans, grant reporting, developing project-related communication materials, and working across a diverse team of collaborators

This position reports directly to the Director of Mozambique Programs and oversees all programmatic, grant and HR activities under the direction of the Director Mozambique Programs. The position is ultimately responsible for the effective management of everyday program and grants activities in the Mozambique portfolio. The position helps coordinate Seattle program and administrative team resources with the Mozambique-based team. This includes working closely with HAI's Country Director, the Director of Administration and Finance, as well as other program managers in Mozambique. In Seattle, this position works closely with the Deputy Director, Senior Grants Manager, the Financial Accounting Lead, and the Director HR to ensure that program activities are effectively supported. Under the direction of the Director of Mozambique Programs, this position will also coordinate the acquisition of additional grant funding.

For job description, requirements and for details on how to apply please visit the HAI website: <http://tinyurl.com/zl89gm9>

- Interested candidate will be directed to the University of Washington (UW) job website <http://tinyurl.com/hgz6trm>
- or they can apply through the uwhires website <http://tinyurl.com/h6yzfvf> and apply for Requisition number (Req #) 140826.