Job Title: Program Specialist, Latin America Program

Location: Washington, D.C.

Application Deadline: June 23, 2017

The Open Society Foundations’ Latin America Program addresses rights and governance issues in Latin America and the Caribbean primarily through grant making, network-building, and the development of specific initiatives. We focus on supporting Latin American and Caribbean efforts to reform democratic institutions in ways that are more open and responsive to citizens, realizing human rights, and reducing homicides in a region with extremely high levels of violence. We are committed to advancing government accountability and transparency, public access to information, innovation for democracy, citizen security, human rights, and drug policy reform, primarily through grant making to civil society actors in these fields. Within the broader network of the Open Society Foundations, the Latin America Program seeks to provide added value through sharing its understanding of political context, facilitating contacts, brokering relationships, and identifying strategic opportunities in the region.

Job Profile

Under the supervision of a Division Director, the Program Specialist will work with the Latin America Program division focused on advancing transparency, accountability and innovation for democracy in the region, including a significant initiative to protect the right to protest. The Program Specialist is a professional program role at Open Society, performing a wide range of responsibilities that materially advance program strategies. This role requires specialized knowledge of democracy and/or human rights issues in Latin America, and also of how to use the various tools available to the organization for accomplishing its objectives.

Duties and responsibilities will include any or all of the following and/or similar activities:

- conducting research and analyzing and synthesizing data/information to be used in decision-making, strategy development, budget planning, monitoring and evaluation of grants portfolios in the relevant division or other program processes.
- conducting a wide range of activities related to the grant making process and/or analytical work in support of field development, advocacy, and regional projects
- analyzing grant proposals (including budget analysis), designing grants (type of support, degree of flexibility, duration, payment structure, reporting/learning expectations, etc.) and drafting grant recommendations
- contributing to assessment of organizations
- participating in monitoring of grants and in evaluating grant portfolios
- partnering closely with program administration staff to ensure efficient flow of grants processing and other similar information
• completing administrative tasks or projects as needed and assigned, including processing grants, developing tools and templates, coordinating event logistics, and processing vendor contracts and consultancy agreements

• interacting with OSF operational departments and managing internal processes to achieve program goals and to advance organizational objectives

• developing and maintaining a network of relationships with key actors, including division partners in the region and within the OSF network

• developing the concept and agenda, and engaging with key players in convenings, research initiatives, and advocacy efforts

• carrying out ongoing monitoring of specific issues or geographies

• join or lead ad hoc working groups assembled to address specific issues, including responding to unforeseen opportunities or challenges

• may take the lead on program-wide projects or issues, as assigned

• frequent travel is required

Candidate Profile

• bachelor’s degree (B.A.) from a four-year college or university in a relevant field of study or equivalent experience

• a minimum of three years of progressively responsible experience in a situation relevant to the duties of this role

• fluency in Spanish, with excellent written and spoken English; Portuguese proficiency is a plus

• knowledge of current issues, actors and dynamics related to the transparency, open government and democracy fields in Latin America and the Caribbean

• prior work experience within a civil society organization or government institution in Latin America

• highly skilled in researching and processing information and analyzing its importance in informing program strategy implementation and grant making.

• experience in monitoring, evaluation and learning

• ability to recognize and work effectively in compliance with internal policies and external constraints

• ability to work constructively and collegially with colleagues at all levels in the hierarchy of the organization as well as with external partners throughout Latin America and the Caribbean
• well-developed emotional intelligence, including self-awareness, self-management, and empathy

• willingness and ability to exercise sound professional judgment on issues of sensitivity and manage highly confidential information

• organized, strong project management ability, self-directed on work initiatives, strong attention to detail, and ability to manage competing priorities and deadlines

• strong commitment to open society values of human rights, justice, transparency and accountability, and democratic practice

Employment Type: Fixed Termed- One-Year contract

Application Instructions: Please upload a cover letter and resume as one document when submitting an application. Apply on https://www.opensocietyfoundations.org/jobs/jr-0000609/program-specialist

Work Environment and Physical Demands: Essential functions are typically performed in an office setting with a low level of noise. Travel throughout Latin America required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

We are strengthened by the diversity of our colleagues across the Open Society Foundations, and we welcome and actively seek applications from people of all cultures, backgrounds, and experiences.