



**DREAMS Innovation Challenge  
DEPUTY PROJECT DIRECTOR**

Location: Boston, MA

ApplicationURL:

<http://www.jsi.com/JSIInternet/Careers/jobdescription.cfm?id=106845&intern=0>

JSI Research & Training Institute, Inc. (JSI) is a Boston-based public health consulting firm, currently seeks a Deputy Project Director for the DREAMS Innovation Challenge (DREAMS-IC). The project aims to reduce the incidence of HIV infections in adolescent girls and young women living in 10 sub-Saharan countries through the implementation of innovation solutions, contributing to the overall PEPFAR target of 40% reduction in new HIV infections among adolescent girls and young women in target countries by the end of 2017.

The Deputy Project Director is a full-time position and will be based in the JSI/Boston office. S/he is responsible for supporting the leadership of the Project Director through the day to day management of operations and the DREAMS Innovation Challenge staff based in the Boston office and the Senior Regional Managers based in East and Southern Africa. The Deputy Project Director will report directly to the Project Director and work alongside the Deputy Directors for Finance and Monitoring and Evaluation to maintain coordinated implementation of activities.

**Major Duties and Responsibilities:**

- Responsible for overall operations management of the Project, including hiring and deployment of staff and performance monitoring, subject to the approval of the Project Director.
- Assist the Project Director in overseeing the development and monitoring of project workplans.
- Management of standard operating procedures (SOP) for project implementation and management, under the overall approval of the Project Director
- Oversight of day to day operations and activities of the DREAMS Innovation Project management staff based in the US and Africa; ensuring effective, regular, and productive communication with all DREAMS staff, and planning for implementation across geographic areas
- Periodic liaison with all DREAMS IC grantees to monitor their progress towards grant deliverables, major activities and their satisfaction with capacity building and management by the JSI DREAMS IC staff
- Manage the development of all project reports, developing drafts for submission to the Project Director for review, final approval and submission.
- Serve as project representative to donor and other stakeholder when designated by the Project Director
- Serve as financial and contractual signatory for DREAMS IC in the Boston office as designated by the Project Director

**Qualifications:**

- Ten or more years of project management experience in international development and public health

- BA in accounting, finance, health administration a related field; Masters a plus
- Previous work experience with OGAC or a similar (USG) donor, with demonstrated experience in grants management and excellent understanding of compliance issues related to sub-granting
- Demonstrated ability to supervise staff
- Strong interpersonal and communications skills
- Experience in building organizational capacity for improved financial management and administration
- Excellent critical thinking, problem-solving and leadership skills
- Strong writing and oral presentation skills