



NGS Program Manager

POSITION SUMMARY:

Nickol Global Solutions (NGS) seeks a seasoned Program Manager to support USAID project activities and new business opportunities. Integral to the NGS Project Management Unit (PMU), the Program Manager will oversee a wide range of tasks related to project management and new business development. The successful candidate will excel at refining operational processes, developing and monitoring project budgets, managing remote personnel, ensuring contractual compliance, managing proposal efforts, and recruitment of qualified candidates for current and future openings. The PM may supervise one or more NGS Associates. The Program Manager will have a Bachelor's degree (Master's degree preferred) in a relevant field and at least six (6) years of experience supporting donor-funded field projects. This is an exciting opportunity to join a growing woman-owned small business solidifying its reputation as a high-quality USAID implementing partner. We are looking for candidates who are energetic and professional; creative yet systems-oriented; committed to making a difference globally; and eager to learn about what works in international development. The position will be based in the DC metro region, but due to COVID-19, and subject to situational changes, the position is expected to be fully remote through June 2021. Applicants must be legally authorized to work in the US for any employer without sponsorship.

DUTIES:

Project Management

- Manages day-to-day support to one or more project teams and client, including communicating and assisting with field office requests and overseeing adherence to project requirements, government regulations, and NGS policies.
- Oversees financial aspects of the project's contract or agreement by reviewing monthly invoices for accuracy and compliance. Responsible for tracking expenditures against budget and total obligated funds, coordinating development and monitoring of annual corporate budget, and regular forecasting of expenditures for NGS and client.
- Proactively identifies issues or potential risks, including project performance, financial, and legal, and develops plans and strategies to address those risks, communicating, when appropriate, with senior management. Leads efforts in reviewing and determining causes of variances in expenditures against forecasts and budgets and ensuring client is informed as appropriate. Identifies solutions for shortfalls and trains other PMU staff to do the same.
- Takes initiative to identify business opportunities, efficiencies, and cost savings.
- Identifies opportunities for knowledge- and solution-sharing across company and takes initiative to build staff and company capacity.
- Oversees and leads negotiations with project subaward partners, identifies and manages key subaward issues, budgets and invoicing, and reviews deliverables in coordination with project team to ensure they meet technical, contractual, and quality standards.
- Leads recruits of long- and short-term project personnel in accordance with NGS policy, and mentors others in project recruiting where possible and appropriate.
- Conducts periodic project office visits to monitor and support project operations and implementation, including conducting training, carrying out (or responding to) audits, providing input to work planning, conducting technical research, and performing other complex tasks.
- Reviews and provides comments on project technical work and project reports.

New Business Development

- Takes initiative to support new business efforts, including growing personal network of industry contacts, assuming roles in capture and live proposals, and building expertise to assume increasing levels of leadership roles on proposals.
- Roles may include proposal manager, technical writer, cost preparer, czar, reviewer, or other roles as needed.



Leadership

- Supervises, mentors, trains, develops, and evaluates assigned staff. Provides regular performance feedback to direct reports, mentoring direct reports in ways that support professional growth.
- Mentors and advises associates, program managers, and other staff as appropriate on a range of topics including business development, technical work, and project management.
- Demonstrates inclusive behaviors and leadership consistent with NGS values.
- May serve as acting Director, Chief of Party, or other capacity as required.
- Performs other duties as required.

REQUIRED EXPERIENCE AND QUALIFICATIONS:

- Demonstrated mastery of critical project management skills, including budget management, contractual and procurement compliance, client relations and knowledge of client, and personnel management.
- Minimum six (6) years of relevant professional experience and staff supervisory and mentorship experience.
- Thorough understanding of donor/client regulatory and management requirements and demonstrated ability to apply and adhere to those requirements in project management.
- Demonstrated experience working on one or more projects while simultaneously engaged in more progressively complex proposal roles.
- Demonstrated leadership providing financial and/or compliance support on a USAID project management team.
- Communicates clearly and concisely in both verbal and written communications; strong cross-culture communication and sensitivity skills.
- Demonstrated experience following standard practices and procedures, providing input on design and revision of procedures where needed.
- Works independently and as part of a team.
- Excellent customer service and interpersonal skills
- Demonstrates resourcefulness in problem-solving; initiative to learn new skills; and a genuine curiosity in the work NGS undertakes.
- Willingness to travel and work abroad in less developed countries for occasional short-term (2 to 6 weeks) assignments, when COVID-19 conditions allow.
- A bachelor's degree in international development or international relations, public policy, economics, communications, political science, or related field required; Master's degree preferred.
- Fluency in another language highly desired.

TO APPLY:

Interested candidates should e-mail CV and brief cover letter summarizing relevant experience to info@nickolglobal.com with the subject line: NGS Program Manager. No phone inquiries will be accepted. Only shortlisted candidates will be contacted.

ABOUT NGS:

Nickol Global Solutions (NGS) provides a wide range of management consulting and advisory services designed to fortify stakeholder capacity and effectiveness, including in public institutions, civil society organizations, and private sector firms. In the U.S. and overseas, NGS helps public and private sector clients assess and develop capacity; optimize performance and quality objectives; enhance transparency and accountability; measure success; and communicate about their work—all with the aim of advancing development objectives even in the most complex operating environments. For more information, please visit <https://www.nickolglobal.com/>

NGS is an equal opportunity/Affirmative Action employer and does not discriminate in its selection and employment practices. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, protected veteran status, genetic information, age, or other legally protected characteristics. Military veterans, AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.