



Self-Help International is seeking a highly motivated individual to serve as Program Specialist with emphasis on monitoring and evaluation. This individual must be committed to the alleviation of poverty and hunger and the goal of rural development.

Job Title: Programs Specialist

Full time

Location: Waverly (Headquarters) or Des Moines Area

Reports to: Executive Director

Mission and Operational Philosophy:

Self-Help International is dedicated to alleviating hunger by helping people help themselves. Alleviating hunger is addressed by assisting the rural poor, small scale farmers and related enterprises in developing countries to become self-reliant in meeting the needs of families and communities through training, education, leadership development, and other forms of assistance.

As an organization, SHI maintains capacity and focus in meeting human needs related to agricultural advancement, microcredit, nutrition and health, clean water, collaborative relationships and broadening awareness of global food insecurity issues. Programs selected and funded must remain within the capacity of the organization to provide adequate oversight and by definition be developmental in nature. Though in the short term startup funds may be necessary, the goal of long-term sustainability is a requirement. Individual and community involvement is essential with an emphasis on a gradual transition to self-reliance.

Overview: The Program Specialist works in collaboration with the Executive Director and Country Directors to provide expertise and support to program teams in carrying out the mission of the organization. The Program Specialist develops systems and structures of evaluating individual programs, with emphasis on outcome-based metrics.

Duties: Shall include but are not limited to the following:

- Works with the Executive Director and Country Directors to establish and implement annual program plan, including evaluation of individual programs and tracking of outcome-based metrics to improve quality of life with dignity
- Regularly communicates with Country Directors and program teams to provide support in carrying out program plan to achieve overall goals
- Identify best practices in Self-Help's service areas and works with programs teams to incorporate best practices into regular activities
- Develop and/or update program handbooks in collaboration with program officers based on best practices and local knowledge and expertise, including articulation of sustainability goals and exit strategy
- Carry out annual evaluation of the program plan in collaboration with Executive Director and Country Director

- Provide quarterly program updates to Board of Directors
- Design and facilitate capacity-building activities for programs team members
- Coordinate activities of overseas program visitors including donors and board members
- Develop work plans for international interns in collaboration with country directors
- Engage students, volunteers and local expertise to achieve program goals
- Collaborate with Development team to articulate program goals and achievements for formulation of annual reports, donor updates and solicitation materials
- Prepare quarterly grant submissions

Qualifications:

- Bachelor's degree required with cross-cultural work experience strongly preferred
- Passionate commitment to mission and service in the alleviation of poverty and hunger
- Demonstrated ability to set and achieve outcome-based goals
- Experience implementing several types of monitoring and evaluation methods
- Experience with and understanding of the work of governmental and non-governmental organizations in international development
- Demonstrated ability to communicate well, including interpersonal and cross-cultural speaking skills, and good writing skills that will translate into grant writing
- Ability to build collaborative relationships, both inside and outside Self-Help International
- Ability to develop systems and structures for monitoring and evaluation that serve the needs of the organization, as well as to motivate and engage a variety of human resources
- Self-motivated, strong work ethic and commitment to working collaboratively as part of a team
- Prior experience living and working in rural Africa or Central America preferred
- Fluency in Spanish highly desirable
- Physical ability to work under difficult conditions

Travel: Frequent travel required, both domestic and international, especially to Ghana and Nicaragua

Salary: \$35,000 - \$40,000

Primary Work Location: The successful candidate may be based in Waverly or may work in Central Iowa and travel to headquarters as necessary to meet the needs of the organization.

Starting Date: February 1, 2019

To Apply: Submit the following to jobs@selfhelpinternational.org:

- Cover Letter
- Current Resume
- List of References

Applications will be accepted from December 17, 2018 until the position is filled. Apply by January 3, 2019 for priority consideration.