

Job Description



Position: Project Management Officer
Local Health System Sustainability Project

Organization Overview

Abt Associates (Abt) is a mission-driven global leader in research, evaluation and program implementation in the fields of international development, health, and social and environmental policy. Known for its rigorous approach to solving complex challenges, Abt is regularly ranked as one of the top 20 global research firms and one of the top 40 international development innovators and is a top-5 USAID contractor. Across the globe, Abt pioneers research on what causes some of the world's most challenging health problems and delivers solutions. Within Abt, the International Development Division focuses on improving the lives and economic well-being of people in lower and middle-income countries. We command technical expertise in health, agriculture, climate change, food security and governance—as well as in international evaluation. Our multi-layered health portfolio includes policy, health promotion and disease prevention, health finance, and health systems management. In partnership with government clients and local experts, our high-quality programs in Africa, Asia, Latin America, and the Middle East are known for impact and innovation.

Opportunity

Abt Associates' International Development Division (IDD) is seeking a Project Management Officer to support the management of Local Health System Sustainability (LHSS) country activities, primarily in Ukraine. The LHSS project under the USAID Integrated Health Systems IDIQ helps low- and middle-income countries transition to sustainable, self-financed health systems to support universal health coverage. The project works with partner countries and local stakeholders to reduce financial barriers to care and treatment, ensure equitable access to essential health services for all people, and improve the quality of health services. Led by Abt Associates, the five-year project builds local capacity to sustain strong health system performance, supporting countries on their journey to self-reliance and prosperity. In Ukraine, LHSS leads USAID's health system strengthening support to improve the governance, financing, and rapid scale up of telemedicine services.

Role and Responsibilities:

Working under the supervision of the country activity manager, the project management officer will provide home office technical and management support for activities in Ukraine primarily, with possible opportunities to work on other country or global technical activities.

The Officer will carry out the following tasks, among others:

Management

- Manage operational and technical backstopping support to global health development projects, specifically in Eastern Europe. This includes monitoring team progress against implementation plans, documenting progress and escalation items, identifying risks and delays early on and collaboratively brainstorming solutions with Project Management Director.
- Prepare client and internal technical and management reports.
- Ensure proper compliance and record-keeping with project and USG contractual mandates.
- Prepare technical reports to be published on project and company websites

- Create/review scopes of work for local country nationals/short-term technical assistance/Consultants/Subcontractors/grantees.
- Serve as security focal point under guidance of Project Management Director.
- Facilitate the day-to-day activities of the project including team meetings/communications.
- Participate in client communications.
- Oversee work performed by the Project Management Analyst; mentor and guide Project Management Analysts; supervisory responsibility may apply.

Technical

- Contribute to and review technical products such as reports, briefs and studies, and conduct preliminary reviews.
- Carefully review and edit client and internal reports and deliverables for proper structure, logical flow of thinking, accuracy, and results-oriented writing in active voice.
- Regularly and proactively draft communications products such as social media posts, webinar content, and success stories.
- Conduct desk research and, under guidance of Project Management Director, significantly contribute to US-based technical work including literature reviews, white papers, or other products. Opportunities to lead technical work may apply.
- Regularly liaise with global project monitoring, evaluation and learning (MEL) team including country program MEL specialists. Monitor team's implementation of Activity's Monitoring and Evaluation Plan.
- Analyze project financial performance with support from Project Finance Analyst and make recommendations to Project Management Director / country activity manager as needed.
- Identify hiring needs and support the hiring process with approval from Project Management Director.
- Play a key role in country activity startup and close out activities acting as the primary coordinator/liaison.
- Participate in technical and operational meetings with project staff in country offices
- Train project office staff as needed.

Qualifications:

- Strong organizational and communication skills when dealing with project stakeholders
- Understanding of project risk and importance of timely monitoring and escalation
- Ability to work with a team to tackle day to day issues and identify when appropriate to escalate
- Supervisory skills
- Ability and willingness to travel to project locations overseas for short trips
- Experience in global health and/or digital solutions preferred.
- Exceptional writing skills.
- Experience with qualitative and/or quantitative research techniques preferred.
- Computer skills especially in MS Teams, MS Word, MS Excel, and MS PowerPoint.
- Russian or Ukrainian language skills preferred

Minimum qualifications:

Master's degree in a relevant subject area + 3 years of experience or bachelor's degree + 5 years of relevant experience