

**Job Title:** Project Manager, Burundi  
**Reports to:** Executive Director, Medical Director  
**Location:** Kigutu, Burundi

### **Organizational Profile**

Village Health Works (VHW), a 501(c)(3) New York-based non-profit, operates a community health clinic in rural Burundi. It was founded in 2006 by Deogratias, a Burundian-American who grew up in the country's rural area. **Through community empowerment and partnerships, VHW seeks to address the social determinants of ill health while providing quality health care in a safe and dignified environment.** VHW is a collaborative effort between the community of Kigutu, Burundi, its surrounding areas and people in the United States who share the belief that all people, especially those most impoverished, are entitled to the highest standards of health care in their pursuit of happy and productive lives. At VHW, achieving health is broadly perceived not only in terms of *the absence of bodily disease*, but also as *the total well-being of the body, mind and spirit*. **To this end, we are building a model community health clinic.**

### **Job Description Overview**

The project manager is responsible for the development and administration of VHW's activities in Burundi. This diverse and dynamic position includes oversight of the project's finances, human resources and general operations. Additional responsibilities include managing local donor and volunteer relations, overseeing project growth and development, and monitoring and evaluation. The project manager also acts as a liaison between the Burundian and US-based staff.

VHW's clinic in Burundi (*Amagara Mungo N' Iterambere* in Kirundi) is approximately three years old. As the project grows, one of the main tasks for the project manager will be continuing to develop local leadership capacity and encouraging local staff to assume greater responsibilities. A second critical task will be continuing to integrate all VHW activities with existing Ministry of Health (MOH) activities, and developing and nurturing crucial partnerships and relationships. The ideal person deeply believes that health is a human right, and is comfortable living and working in a rural, resource-poor environment. They should be able to work well with people, demonstrate solid leadership skills, and work well without hand holding.

**\*Deadline:** Applications for this assignment will be accepted on a rolling basis until the position is filled. The program manager must be able to relocate to Kigutu, Burundi.

### **Primary Responsibilities**

#### ***Financial***

- Leading the finance/accounting team in Burundi and working in close collaboration with the USA. Oversee all aspects of budget management, including procurement, budget projections, monthly reconciliations, and quarterly reporting.
- Track all expenses by budget line, program and donor. Provide financial, narrative and oral reports to VHW leadership and donor organizations.
- Oversee creation and submission of annual budget to VHW headquarters, working with both USA and Burundi staff to forecast activities and costs.
- Recruit and work with local financial team to encourage development of financial management capacity, while monitoring process integrity and data quality.
- Work in close collaboration with VHW Medical Director and program staff to ensure that financial spending matches organizational priorities and work plan.

### ***Human Resources***

- Supervise Burundi local employees and help recruit new staff who share core VHW values.
- Implement critical systems for hiring, staff evaluation, etc... in Burundi.
- Collaborate with MOH administrative leadership.

### ***Operations & Logistics***

- Work with tech team to develop & implement stock management systems to track consumption of medications, consumables and other products; develop systems for accurate forecasting and supply chain management.
- Work with procurement director to oversee local purchasing and procurement procedures, ensuring selection of quality suppliers and price monitoring.
- Create and implement protocols for standardizing daily operating procedures.

### ***General Management***

- Contribute to development activities via contributions to grant proposals, private donor cultivation and collaboration with in-country government sources.
- Support data manager on site to ensure appropriate staffing, supervision and quality control of data entry activity. With data manager and clinical director, identify and manage resources required to support monitoring and evaluation activities.
- Develop and maintain positive relationships & partnerships with government officials, Burundi- based non-profit organizations and community leaders.
- Work with local staff to develop annual project work plans & oversee implementation.
- Coordinate with VHW medical team to design and implement effective training activities for patients, community health workers and clinical team.
- Work with VHW clinical and research teams to identify and prioritize operational research agenda.
- Provide on-site support to visiting donors, VHW leadership team & other visitors.
- Ensure effective communication with HQ team in USA and other VHW staff as needed.

### ***Qualifications***

- Masters degree in business, public policy, public health administration or related field preferred
- At least three years of project management experience, preferably in rural Africa, with demonstrated increase of responsibility.
- Excellent interpersonal and communication skills; demonstrated ability to interact professionally and with sensitivity amongst culturally diverse staff, clients, and consultants.
- Flexibility with shifting priorities and competing demands in a fast-paced and challenging work environment.
- Proven ability to exercise good judgment, demonstrate political astuteness, and tact.
- Prior experience working in, and familiarity with tropical diseases, and HIV/TB a plus.
- Demonstrated flexibility and ability to adapt to different work and living environments.
- Position available immediately; ability to relocate to Kigutu (Burundi) required.
- Fluent in French & English, and willing to learn Kirundi (the local language). Swahili a plus.
- Minimum 2 year commitment.

**Please submit well- written cover letter, resume, salary requirements**

**and one relevant writing sample to [resumes@villagehealthworks.org](mailto:resumes@villagehealthworks.org).**

Please note: Due to the large number of resumes we receive, we will only respond to those applicants who seem the most promising. Thank you for your interest and patience.