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| POSITION DESCRIPTION INFORMATION | |
| **Type of action requested:** | New position description |
| **Position Title:\*** | SENIOR PROGRAM/PROJECT MANAGER |
| **Country:\*** | USA |
| **Unit:** | Technical |
| **Sub-Unit:** | |
| **Work location:** | New York, NY |
| **Work type:\*** | Regular Full-Time (12 months) |
| **Hours per week:** | 35 |
| **Job summary:** | The New York City Pandemic Response Institute (PRI), situated within Columbia’s ICAP, is a landmark initiative designed to help prepare NYC for future public health threats – from infectious diseases to climate-related health emergencies – by advancing racial equity and elevating NYC as a model of public health preparedness across the globe. PRI is bidding for a 12-month contract to develop a 5-year regional workplan for Region 2 (New York, New Jersey, Puerto Rico, US Virgin Islands) to establish a regional center for public health emergency preparedness and response (CPHEPR). If awarded, this contract will entail 1) establishing and coordinating a CPHEPR regional coordinating body (RCB) to develop a five-year work plan that details  the evidence-based strategies and interventions (EBSI) that will need to be implemented to improve public health (PH) preparedness and response within targeted regional focus areas and priorities; and 2) establishing and coordinating a community of practice (CoP) to plan for and develop a regional data ecosystem model.  PRI is seeking a short-term (12-month), full time Senior Program/Project Manager (SPM) to provide program implementation and project management support for this contract. Reporting to the Project Director (PD), the Senior Program/Project Manager will support project management and coordination of Region 2 workgroups and communities of practice, and day-to-day management of all project advisors and core team members. The SPM will manage information required to guide project-related decision-making and meet CDC requirements and deadlines, including monthly progress reports and deliverables.  Only candidates who are eligible to work in the United States without a need for sponsorship will be considered for the position.  The position is contingent upon the availability of grant funding. |
| **Major accountabilities:** | In liaison with the Project Director, the Senior Project Manager will oversee contract execution and project implementation, including preparing project work plans and virtual meetings; monitoring activities according to project schedule, managing financial and administrative operations, including budgeting and budget tracking; preparing project reports and submitting deliverables according to schedule; and establishing effective project communication plans/processes.  The Senior Project Manager will be responsible for developing the project plan and start-up toolkit that includes organizational standard operating procedures (SOPs) to structure and streamline processes; and facilitate start up and routine meetings with core project team to execute the project plan and deliverables schedule. The SPM will be responsible for managing the final project report creation.  In liaison with the PD, the SPM will oversee hiring and onboarding of Program Coordinators and consultants and ensure that all preselected contract staff are quickly onboarded and equipped to carry out their responsibilities.  The SPM will work closely cross-discipline/institutional and technical team members to coordinate project implementation for Task 1 (regional workplan development) and Task 3 (data ecosystem workstream), monitoring, evaluation and documentation processes; and ensure all parties are on track with project requirements, deadlines, and schedules.  The SPM may perform other duties to be assigned as needed by the Project Director. |
| **Education:** | * Bachelor’s degree required. * Technical background/expertise in Public Health, Epidemiology, Emergency/Humanitarian Response, or related field. |
| **Minimum qualifications:** | * 5-7 years relevant experience in program and/or project management. * Proven ability to develop and monitor work plans and budgets with quick turnaround time/rapid ramp up * Experience in writing reports, proposals, and donor documents * Ability to handle multiple tasks efficiently and to work with a diverse staff Proven written and oral communication and presentation skills * Proficient use of Microsoft Office package, specifically Word, Excel, and PowerPoint and virtual meeting software (Zoom, MS Teams, Google Meet, etc.) * Must be self-reliant, resourceful, good problem-solver, and flexible |
| **Preferred qualifications:**   * Master’s degree * Experience in grants/contracts and/or operations management. * Relevant experience with CDC and/or USD-funded contracts/projects. | |
| **Travel requirements:** | No travel is anticipated for this role. |

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