

## Digital Health Program Manager

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Company: PSI

Location: Nairobi

Category: business-and-financial-operations

### **Manager, Program**

**Based in (The Global Services Hub, Nairobi Kenya)**

**10-25% international travel**

**Work From Almost Anywhere Status = 40%**

**Reports to Senior Program Manager, Digital Health**

### **Who we are**

PSI is a network of locally rooted, globally connected organizations working to achieve consumer-powered healthcare — people-centered health systems that ensure quality, affordable care wherever and whenever it is needed. Our origins in sexual and reproductive health have grown into a broader mission. Today, we work with the public and private sectors as well as local communities, prioritizing people's voice and choice and developing solutions to meet their essential health needs. Over the past five decades, we have helped push boundaries, break taboos, set trends, and develop innovative solutions to complex global health challenges.

### **Join us!**

PSI's Digital Health and Monitoring (DHM) department aims to improve consumer health through implementation of digital health solutions that foster consumer powered healthcare (such as chatbots to increase access and personalize delivery of quality information, products and services), as well as solutions that aid in stewardship and capacity building of frontline

health workers across the 40 countries we work in (Africa, Asia, Latin America). The DHM department supports the organization's innovation function and at the same time ensures that program teams are equipped with quality data to support their decision-making process. As part of DHM's vision, the Program Management team act as an intercept between health programs, Ministries of Health and technology developers to ensure strategic documentation of business requirements for seamless delivery and evaluation of sustainable innovations.

PSI seeks a Digital Health Program Manager, that will oversee, operational, technical, and programmatic excellence goals and execution of quality standards by providing wide-ranging operational, technical, and/or or project management support to a global digital health projects or digital portfolio of network members/country projects. May also supervise one or more staff who serve as a global, network member/country focal point. Work with network members/country project teams, headquarters technical and service departments, and subcontractors to ensure program/project objectives are met to high standards of quality and timeliness and are in compliance with donor requirements. Ensure the programmatic and financial health and technical quality of a portfolio of network members and country or global project(s) of high complexity. Demonstrate advanced knowledge or provides specialized subject matter support in digital health or technology project management. . Supports country, project, or departmental leadership with donor relations. May also contribute to wider departmental and/or organizational initiatives and working groups. Within a global project or technical team also contribute to the development of technical documents and presentations for internal and external audiences.

### **Your contributions**

Monitor and ensure smooth operational and programmatic implementation and technical quality of a portfolio of global project(s) or network members/countries, including monitoring workplans and deliverables, and subaward management in coordination with immediate team members, network member or global project team members, and global technical and service departments. 35% of Time

Provide financial management support to department and network member/country project teams, including preparation and tracking of project, country, and team budgets, project spend, and review of financial reports. 20% of Time

Assist or lead on new business development opportunities, including development of strategy

and technical proposals. 15% of Time

Lead recruitment, training, and ongoing performance management of staff. 15% of Time

Provide specialized training or technical support in at least one technical or functional area and/or contribute to departmental/organizational initiatives and oversee related knowledge management. 15% of Time

Time percentages listed above are not exact. They are estimates and may change. This is also not an exhaustive list of all tasks that an incumbent is expected to perform but is instead a summary of the primary responsibilities and requirements of the job. The incumbent may be asked to perform duties not included above. PSI reserves the right to revise job profiles at any time based on changes to the required job responsibilities.

### **What are we looking for?**

Bachelor's Degree (or international equivalent) in a related field

Master's Degree (or international equivalent) in a related field preferred

At least 7 years of related experience. Equivalent combination of relevant education and experience may be substituted.

At least 1 year of supervisory experience preferred.

Knowledge of international development, international donor priorities and/or health areas required (such as DFID, USAID, CDC, KFW, corporate and foundation donors).

Excellent written, verbal, and cross-cultural communications skills. Relevant language skills per country and program portfolio.

Strong, proven skills in Excel, budget management and monitoring, and strong financial acumen.

Excellent analytical/problem solving skills.

Project and staff management skills.

Demonstrated ability to work in a multi-cultural environment.

Ability to multi-task and work effectively in a fast-paced team environment.

Ability to work effectively independently and within diverse teams and contexts.

Highly organized, diligent, reliable, and a self-starter.

Ability to revise and improve processes to improve efficiency.

**The candidate we hire will embody PSI's corporate values:**

**Measurement:** You use hard evidence to make decisions and guide your work. You set clear goalposts in advance and explain clearly if you need to move them.

**Pragmatism:** You'll strive to deliver the best possible result with the resources available. You won't be paralyzed by a need to make things perfect.

**Honesty:** You own your mistakes and are open about your shortcomings – it's the only way you'll learn and improve.

**Collaboration:** You'll quickly establish a mental map of whom you can rely on for what, on your team, at headquarters, and in our country offices – if you try to do it all yourself, you won't succeed.

**Trust:** You accept limits to your sphere of control and give colleagues the benefit of the doubt.

**Commitment** You are in it for the long-haul and want to grow with the organization, just like PSI serves its consumers and partners with host-country governments through thick and thin.

References will be required. The successful candidate will be required to pass a background check. Must be authorized to work in Kenya. N.B. PSI **will not** consider work visa sponsorship for this

PSI is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of actual or perceived race, religion, color, sex, age, national origin, disability, sexual orientation, marital status, personal appearance, matriculation, political affiliation, family status or responsibilities, gender identity or expression, pregnancy, childbirth, related medical conditions or breastfeeding, genetic information, amnesty, veteran, special disabled veteran or uniform service member status or employment status.

**ACCESSIBILITY NOTICE:** If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please send an email to: or call

(202)785-0072. #LI-LM1 #LI-Remote

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