

## Project Administrator, Digital Health Solutions

Job title: Project Administrator, Digital Health Solutions

Location: Washington D.C.

Division: Public Health

**\*Please include a cover letter with your resume describing your interest in the position and how you meet the qualifications.**

**\*To apply, please click on this link: <http://bit.ly/2x1uhYt>**

PATH is an international organization that drives transformative innovation to save lives and improve health, especially among women and children. We accelerate innovation across five platforms—vaccines, drugs, diagnostics, devices, and system and service innovations—that harness our entrepreneurial insight, scientific and public health expertise, and passion for health equity. By mobilizing partners around the world, we take innovation to scale, working alongside countries primarily in Africa and Asia to tackle their greatest health needs. Together, we deliver measurable results that disrupt the cycle of poor health.

PATH's Digital Health team, and specifically the Digital Square, is one of PATH's innovative responses to Global Health challenges to be a driver of change. Conceived from the lessons of the inefficiencies and redundancies of investments in digital technologies—including mistakes made during the Ebola response—the initiative will bring global and regional actors together to create a new way of thinking about, and a new way of doing, development.

PATH is currently recruiting a **Project Administrator (PADM)** for its Digital Health department's Digital Square team. The PADM will manage the administrative, contractual, and financial requirements of their assigned projects. S/he will provide guidance to the technical team regarding U.S. Government Regulations and provide oversight into changes with private foundation and other bi-lateral donors' contractual guidelines.

### Responsibilities include:

- Provide detailed and contextualized assistance to the technical team regarding USAID Rules and Regulations for Non-Profit Organizations.
- Have a deep knowledge of and passion for financial, administrative, contractual regulations, monitoring and tracking.
- Serve as “bridge” between program and Administration, Finance, and Human Resource teams in PATH's Shared Services Departments.
- Manage donor relationships relative to financial and regulatory aspects of individual awards.
- Review, analyze, and negotiate subrecipient project budgets, including preparing reporting and payment schedules for subrecipient budgets.
- Develop and manage project budgets. Utilize existing financial tracking systems, conduct financial analyses, and advise the project director, teams, and donors on financial resources and projections. Perform financial control for expenditures/authorizing payments, assuring compliance with PATH and donor policies and reasonable use of funds.
- Assure overall grant, contract, and agreement compliance, especially tracking and monitoring receipt of project deliverables.

- Ensure compliance with PATH policies, requirements, and standards.
- Support the development of proposals, especially cost proposals, as needed.
- Other duties as assigned.

**Required skills and experience:**

- Bachelor's degree, plus 5 years minimum experience in management of USAID or other USG cooperative agreements and contracts or equivalent combination of education and experience.
- Knowledge of US government regulations required; in depth experience with FAR/CFR required, knowledge of HHS guidelines preferred.
- Proven ability to negotiate and manage long-term agreements and solutions with donors, universities, international agencies, non-governmental organizations, and national governments in resource-poor settings.
- Team-focused with the ability to interact with diverse colleagues and facilitate strong working relationships; adept at working closely with others over geographical distance.
- Excellent written and oral communication skills in English; diplomacy in communicating with a broad and diverse audience.
- Experience with MS Word, Excel, and document management required; SharePoint and Salesforce experience preferred.
- Demonstrated financial management and budgeting skills.
- Excellent organizational skills.

*Must have legal authorization to work in the United States.*

*PATH is dedicated to building an inclusive workforce where diversity is valued.*

*PATH is an equal opportunity employer. Every qualified applicant will be considered for employment. PATH does not discriminate based on race, color, religion, gender, sexual orientation, gender identity, genetic information, age, national origin, marital status, disability status, political ideology, military or protected veteran status, or any other characteristic protected by applicable federal, state, or local law.*