

IIE – Regional Area Expert, Near East Asia Washington, DC

The Regional Area Expert, Near East Asia for Fulbright Student & Scholar Regional Area oversees the client engagement (CE) tasks for project delivery for the Near East Asia region. This individual is responsible for managing the contractual services for the Fulbright Program, including project objectives, priorities and regional budget, working closely with Bureau of Educational and Cultural Affairs (ECA), Post and Commission, overseas **IIE offices and IIE's program delivery groups to ensure** programmatic success. This individual communicates regional requirements to the Project Leads and makes recommendations on potential project issues related to regional concerns.

Essential Functions:

- Manages communication with client counterparts for the Near East Asia region and/or programmatic portfolio.
- Provides direction and guidance to IIE departments and external clients in order to achieve country, regional and programmatic priorities and policies.
- Supervises, coaches, mentors and trains team members assigned to portfolio.
- Manages grant funds, including supplementary funds, cost-share and endowments and recommends financial allocations for assigned regional portfolio.
- Leads development of new programs and initiatives within assigned regional or programmatic portfolio.

Education and Experience:

- **Requires a Bachelor's degree in order to apply a working knowledge of the theories and principles in a specialized field or work discipline.**
- Requires at least five (5) years of related work experience.

Other Knowledge, Skills and Abilities:

- Demonstrated ability to manage a team and delegate project tasks to meet deliverables.
- Demonstrated excellent written and verbal communications skills.
- Knowledge of the structure, interrelationships, goals and requirements of United States (U.S.) Government exchange/scholarship programs.
- Knowledge of educational systems in the U.S. and abroad.
- Knowledge of the cultural nuances and general regional expertise for assigned region of Near East Asia.

Work Conditions & Physical Demands:

Essential functions are performed in a general office setting with low noise. Job demands may require long periods of sitting; telephone work and/or computer work, as well as interactions with other team members and external stakeholders. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

IIE is an Equal Opportunity and Affirmative Action Employer of Females/Minorities/Veterans/Individuals with Disabilities/Sexual Orientation/Gender Expression.

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