

**Job Title:** Program Officer

**Location:** New York City, USA (Based at Regional HQ Office)

**Reports to:** Compliance and Operations Manager

**Position Type:** Full-time, Hybrid

**Deadline:** Applications will be reviewed, and interviews scheduled, on a rolling basis.

### **Job Summary:**

The Program Officer provides financial, operational, and administrative support to MIA's U.S. government-funded project portfolio. This position will liaise and coordinate both with in-country offices and U.S.-based departments in order to provide effective support in close collaboration with the Compliance and Operations Manager. As needed, this position will be involved in new business development tasks with a focus on proposal budgets for U.S. government funding. In addition, the Program Officer will provide support to the Compliance and Operations Manager with the implementation of financial, operational, and administrative project location improvements as well as with cross-departmental headquarters operations.

### **Responsibilities:**

#### ***Project Support***

- Ensure accurate budget tracking and forecasting of in-country expenditures
- Assist in preparing, reviewing, and submitting financial reports and advance or reimbursement requests to donors
- Provide guidance and support to projects for large-scale procurements
- Liaise with donors regarding administrative and contractual matters
- Support in-country finance teams with budget development for program extensions and realignments
- Monitor sub-agreements and liaise with US-based sub-recipients
- Provide logistical and administrative support to international project staff and consultants in close collaboration with the HQ Human Resources department
- Support with developing and updating of manuals, guidelines, and policies
- Facilitate team meetings and report out to leadership on project status

- Support with visualization of budget and implementation status for meetings and reports
- Travel to project offices to provide financial, operational, and administrative support and training

### ***New Business Development***

- Prepare or review proposal budgets in collaboration with in-country Finance teams
- Support with proposal logistics, such as preparing financial and contractual documents and formatting narratives for submission
- Develop content in tables and matrices

### ***Headquarters Operations Support***

- Support with cross-departmental tools, templates, and process development at the headquarters level

### **Qualifications:**

- Bachelor's degree in a relevant field. Master's degree preferred.
- At least 1 year of experience working in an international project support environment, preferably with an international non-profit organization.
- Interest in humanitarian assistance and international development.
- Strong organizational skills, ability to multi-task and manage conflicting priorities while maintaining consistent, high-quality performance and meeting deadlines.
- Strong sense of quality, attention to detail, accuracy, and efficiency.
- Demonstrated interpersonal and intercultural communication skills.
- Team player with the ability to work independently.
- Fluent English and working knowledge of Spanish. Fluency in Spanish is highly desirable.
- Ability to work comfortably with Microsoft Office. Advanced Excel and PowerPoint skills preferred.
- Experience living and/or working abroad, preferably in Latin America.
- Willingness and ability to travel internationally.
- Must be eligible to work in the United States. Employment sponsorship will not be provided.

### **We Offer:**

- A responsible and exciting job in a committed, international working environment.
- Health insurance with a portion of the employee's premium subsidized by the employer.



## Malteser International

Order of Malta Worldwide Relief

- 20 Paid Time Off days per year.
- 12 Paid Holidays per year.
- 401k with the first 5% matched by employer.
- Salary Range: \$55,000 - \$65,000 annually, depending on experience.
- Start Date: As soon as possible, September 2024, preferred.

### **About Malteser International**

Malteser International Americas is an affiliate of Malteser International, the humanitarian relief organization of the Sovereign Order of Malta. Through its U.S. headquarters, Malteser International Americas provides emergency relief and sustainable, community-based programs focused on health, nutrition, clean water, sanitation & hygiene, and disaster preparedness, to vulnerable people in North America, Latin America, and the Caribbean. For over 70 years, we remain committed to helping people in need without distinction of religion, race, or political persuasion. The humanitarian organization's focus remains to empower people to live healthier, better, more resilient lives with dignity.

### **Application Process:**

Interested candidates should submit a resume and cover letter to our [careers portal](#) or via email (documents combined in one PDF) to [careers@malteser-international.org](mailto:careers@malteser-international.org). Please include "Program Officer" in the email subject line. Applications will be reviewed on a rolling basis until the position is filled.

*Malteser International Americas* is an equal-opportunity employer and encourages applications from individuals of all backgrounds. We thank all applicants for their interest in joining our team; however, only shortlisted candidates will be contacted for an interview.