

PROGRAM ASSOCIATE-LAC

BACKGROUND

As a member of the Latin America and Caribbean Department, at Orbis International (OI), the Program Associate will help manage administrative, logistics, and regional program processes that are vital for the continued functioning and success of the Orbis team as they redesign and grow the Latin America and the Caribbean (LAC) program portfolio. As part of the LAC Program team, the Program Associate serves as a functional liaison between OI headquarters and regional and country-based project staff, consultants, eye health partners. Additionally, the Program Associate is responsible for coordinating with the OI Clinical Services & Technology team to facilitate telehealth training plans and supply chain in the LAC region as part of specific project initiatives, as well as supporting Flying Eye Hospital programs as needed.

All job functions and key responsibilities require professional-level bilingual verbal and written communication.

REPORTING & WORKING RELATIONSHIPS

The Program Associate reports to the Senior Program Manager (SPM) LAC. They work closely with Orbis International Communications, Clinical Services, Legal, Development, Finance, Human Resources, and Global Programs departments. The position can be based in Peru or Bolivia.

ESSENTIAL JOB FUNCTIONS / KEY AREAS OF RESPONSIBILITY

Telehealth and Clinical Trainings

- Coordinate with partners to continually review residency needs assessments to determine workshops, trainings and HBTs that align with organizational and partners' goals, strategies, and competencies.
- Collaborate with Clinical Services team to design, adapt, develop and facilitate dynamic, blended learning courses in Spanish.
- Coordinate with the Cybersight Team to facilitate/incorporate Telehealth related program learning activities into HBTS, Wet Labs, Webinars etc.
- Coordinate with subject matter experts (e.g. Volunteer faculty) to develop and/or adapt Spanish language courses in Cybersight (e.g. wet-lab); also, develop Spanish language surveys and tools to follow-up with participants.

Key Logistics & Program Operations

- Facilitate Supply Chain Management and coordination of international customs process for major equipment donation.
- Prepare guide of best practices, vendors, and agencies for equipment procurement in our LAC countries.
- Track and support compliance and reporting requirements for Peru registration, including progression towards RUC and renewal requirements of *Convenios* and other partner agreements. Replicate these items for Bolivia when appropriate.

Program Development

- Conduct due diligence and research for new proposals, including reviewing Orbis Programs Community of Practice for relevant learnings.
- Support narrative, Logframe, and budget development of new proposals.
- Copyedit, in Spanish and English, final proposals and reports.
- Conduct situational analysis of key areas and themes (e.g. effect of COVID-19 on eye health in Peru) to inform annual strategic vision and growth plan
- Support country-specific business development planning efforts, as directed.

Special Projects

- Support Flying Eye Hospital programs in LAC countries.
- Coordinate participation of Orbis clinical staff and Volunteer Faculty in LAC regional conferences, webinars, and special events.
- Coordinate onboarding of new staff.
- Opportunity to lead in new initiatives under the direction and guidance of the SPM LAC.

Provide General Administrative Support

- Support Senior Program Manager by:
 - Liaising with project stakeholders, country-based staff, and project consultants
 - Tracking upcoming deadlines concerning donor reports, Board updates, and other status update communications
 - Assisting in the preparation of quarterly project reports on LAC programs impact
 - Maintaining relationship with project stakeholders, eye-health related government agencies, non-governmental organizations, and health clinics (scheduling meetings, participation and notetaking)
 - Collaborating with MELQA team to coordinate team skills-building and refresher courses
 - Supporting Peru and Bolivia staff in updating project progress in Indicata (M&E System), entering quarterly data, uploading reports, building log frames, inputting indicators and targets for projects.
- Lead coordination with the OI Clinical Services Team to align opportunities with eye health partner needs, help define service delivery timelines, and prepare supply chain procurement plan.
- Coordinate staff and Volunteer Faculty travel requests and logistic needs with travel team as needed.
- General administration and accounting: process invoices, prepare check requests and wire transfer payments, purchasing, credit card reconciliations for processing, supply chain management, preparation of official documents, and budget preparation.
- Schedule and prepare online and in person meetings and recording and distributing meeting minutes.
- Preparation of presentations, discussion papers and briefing documents for internal and external level meetings.

QUALIFICATIONS & EXPERIENCE

- Bachelor's or an equivalent degree, Master preferred
- Proven experience with 5 years relevant working experience

SKILLS & ABILITIES

- Bilingual in English and Spanish (Spoken and Written).
- The ability to interact effectively in person and in writing with people of diverse cultural backgrounds.
- Excellent organizational & planning skills and a keen attention to detail: ability to effectively multi-task and manage a broad spectrum of detail-oriented responsibilities with the appropriate sense of urgency
- Detail-oriented with strong editing skills, including the ability to proof-read professional documents for spelling and grammar
- Strong digital skills; experience with digital file management and online research preferred
- Ability to work independently and as part of a team.
- High degree of computer literacy (Windows XP, Word, Outlook, PowerPoint, Excel and the Internet).

Orbis is an Equal Opportunity Employer.

As a global organization, we welcome qualified applicants from diverse backgrounds, cultures, and historically marginalized communities who are underrepresented in the international NGO sector who reflect Orbis's values of Trust, Caring, Commitment, Accountability, and Excellence.