



Job Description Program Manager

School-to-School International (STS) is a non-profit organization based in the San Francisco Bay Area that seeks to transform education and school health in developing countries so that every child can succeed in school. For over a decade, we have partnered with individuals, government ministries, non-governmental organizations, private foundations, and research institutions to improve the quality of children's learning through educational research and integrated support solutions for children in primary school. We currently have projects in 20 countries across the globe and provide assistance in program evaluation and student learning assessment, curriculum and training, and education policy and strategy.

The primary role of the **Program Manager (PM)** is to ensure the competent management of STS projects. The PM will provide technical assistance to his/her project. As with all STS staff, the PM participates in business and proposal development activities. The PM may supervise program support staff, including a Program Associate and/or Program Coordinator and is supervised by the Director of Programs.

Responsibilities for the PM's project include:

- **Planning & Management**
 - Maintains an internal work plan/implementation plan/Gantt chart for the project consistent with the Performance Monitoring Plan (PMP).
 - Monitors the progress of project activities and ensures deliverables are met.
 - Ensures technical, financial and contractual compliance of project. This includes overseeing technical activities to ensure quality and compliance with the client's expectations concerning financial, technical, and management requirements (e.g., budget projections for the client, procurement process, and recruitment of consultants). Conducts personnel reviews, reviews timesheets for personnel charging to his/her project, including STS staff, field staff, and consultants.
- **Technical support:**
 - The PM will provide technical support both remotely and in the field.
 - Recruits short-term technical assistance as needed by project.
 - Reviews project's technical products for quality.
- **Communication**
 - Maintains regular communication with the client and field implementing partners.
 - Prepares and submits reports as required, including monthly or quarterly project reports, technical reports, and trip reports.
- **Financial Management**
 - Creates and manages project budgets and revises as needed.
 - Maintains project pipelines on a monthly basis, including projections.

- Makes requests to client for budget modifications as needed.
- Reviews and approves consultant timesheets, expense reports and all project billable costs by the first of each month.
- Reviews monthly invoices to clients.
- **Contracts Management**
 - Ensures project execution in compliance with the contract and troubleshoots as necessary.
 - Requests contract extensions or modifications as needed.

In addition to project-specific work, the PM has the following duties:

- **Business development**
 - Attends meetings, conferences, and events to learn about business development opportunities and identify potential partners.
 - Participates in STS business development activities as needed, including capture missions, recruiting, proposal writing and review, budgeting, and assistance with supporting documentation.
- **Other duties as needed.**

Qualifications:

- Master's degree in international development, education, research methods, or a related field required.
- 3-5 years' USAID project management experience and expertise in USAID rules and regulations.
- Experience with early grade literacy interventions, including technical familiarity with curriculum design, teacher training, and policy development at the national level desired.
- Experience managing remote consultants including drafting scopes of work, tracking invoices, processing payments, and monitoring workplans to ensure quality deliverables.
- Spoken and written fluency in English required.

The Program Manager will be required to travel extensively to accomplish program management and technical tasks. This position will be based in the US.

CVs and cover letters should be submitted to info@sts-international.org with the subject line "Program Manager."

STS's home office is in Pacifica, California, however, this position may be based remotely depending on the preference of the selected candidate.