TECHNICAL MANAGER / SENIOR TECHNICAL MANAGER

School-to-School International (STS) is a nonprofit organization based in Pacifica, California committed to improving the lives and learning of girls and boys worldwide through thoughtful research, practice, and partnerships. For more than a decade, we have partnered with individuals, government ministries, nongovernmental 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 have worked in more than 40 countries across the globe providing assistance in research and evaluation, curriculum and training, and policy and planning.

Role: The primary role of the Technical Manager (TM) is to ensure the competent management of STS projects. The TM may also provide technical assistance to projects. The TM may be required to travel to countries around the globe to accomplish program management tasks. This position may be filled at either the Senior Technical Manager or Technical Manager level depending on the experience of the final selected candidate.

Responsibilities:

1. *Planning & Management*
   - Maintain an internal work plan/implementation plan/Gantt chart for the project consistent with the activity monitoring and evaluation plan.
   - Monitor the progress of project activities and ensure deliverables are met.
   - Ensure 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).
   - As applicable to the project, provide home office supervision of field staff, including leading hiring and onboarding of field staff and reviewing performance of field staff.
   - As applicable, supervise home office junior staff, including providing performance feedback and annual appraisals.

2. *Financial Management*
   - Create and manage project budgets and revise as needed.
   - Advise Director of Programs on project staffing needs.
   - Maintain project pipelines on a monthly basis, including projections and projected field transfers when applicable.
   - Make requests to client for budget modifications as needed.
   - Review and approve consultant invoices and all project-billable costs.
   - Review and approve monthly invoices to clients.

3. *Communication*
   - Serve as the primary point of contact for the client and project field staff.
   - Prepare and submit reports as required, including monthly or quarterly project reports and trip reports.

4. *Contracts Management*
   - Ensure project execution in compliance with the contract and troubleshoot as necessary.
   - Request contract extensions or modifications as needed.

5. *Technical Support to STS projects*
   - Support the design, development, and implementation of project deliverables in areas of expertise (M&E, literacy, or other content area). This includes drafting/reviewing concept notes, contributing to external reporting, developing program approaches, drafting/piloting tools, and other tasks relating to project activities.
   - Represent STS at working groups, committees, conferences, and other knowledge-sharing opportunities when appropriate and feasible.
   - Contribute to STS external communication through drafting blog and website content, technical briefs, and other reports as needed.
   - Recruit short-term technical assistance as needed by project.
   - Review project's technical products for quality.

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

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

7. *Other duties as needed.*

Qualifications:
   - Master's degree in international development, education, economics, statistics, research methods, technical content area, or a related field preferred.
   - A minimum of 5 years' project management experience for TM and a minimum of 7 years' project management experience for Senior TM.
   - A mastery of USAID rules and regulations.
   - Experience managing and conducting monitoring and evaluation of international development projects—especially education projects—funded by USAID, FCDO, or other bilateral donors.
   - Familiarity with USAID's Education Strategy and experience with Early Grade Reading Assessment (EGRA)/Early Grade Math Assessment (EGMA) administration, including budgeting, logistics, and implementation support desired.

- Experience managing remote consultants including drafting scopes of work, tracking invoices, processing payments, and monitoring work plans to ensure quality deliverables.
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook)
- Experience living or working in developing countries a plus.
- Spoken and written fluency in English required and professional proficiency in a second language preferred.
- Demonstrated initiative, versatility, integrity, and interpersonal skills, including intercultural and culturally sensitive communication skills.
- A keen sense of urgency and strong work ethic, positive mindset, and comfort with the ambiguity and pace of a small nonprofit.
- Willingness to travel and work abroad a minimum of four to eight weeks per year.
- U.S. work authorization required; STS is not able to sponsor employment visas.
- STS requires the holder of this position be fully vaccinated against COVID-19.

Location: Although STS staff largely work remotely, all employees are required to be located in one of STS's current hubs: Washington DC Metropolitan Area, San Francisco Bay Area, or Research Triangle in NC.

Salary Range: $67,500-$95,000 per year

Please submit a resume/CV and cover letter describing your interest and qualifications to communications@sts-international.org with the subject line "Technical Manager". Applications will be reviewed on a rolling basis.

School-to-School International is an equal employment opportunities (EEO) employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by applicable law.