



## **TADE GROUP POSITION DESCRIPTION**

**POSITION:** Associate, Program Operations  
**REPORTS TO:** Senior Manager, Program Operations  
**STATUS:** Part-Time/Contractor

### **TADE's MISSION AND FOCUS:**

TADE is dedicated to creating dramatic improvements in the performance of organizations and programs to enhance the social and economic wellbeing of people around the world. TADE's work cuts across sectors and helps to reduce poverty; enhances education and the lives of women and children; strengthens civil society; and fosters economic growth through private enterprise development.

### **POSITION SUMMARY:**

The Program Associate will provide administrative and operational assistance in the implementation of project activities. This is a part-time, entry-level position based in the Operations Department of the TADE Group office in Washington, DC. The incumbent will gain broad exposure to the design and implementation of international programs in developing countries. This position will work under the direction the Senior Manager, Program Operations to manage project procurement, IT and equipment inventories; travel arrangements, quarterly reporting, training, and new projects.

### **Key Responsibilities**

- Provide general program operations assistance to project technical staff and administrators
- Backstop for regions/country programs, core activities, and local offices
- Develop and process project consultant agreements, subcontracts, letter agreements, purchase orders, grants, etc.
- Maintain filing system for project administrative, financial, and technical documents
- Support field offices with excellent, prompt service, and with clear and concise communication including e-mail and phone calls, while being clear and concise and providing excellent service
- Proactive issue management and problem-solving to ensure contractual compliance with USG funding requirements and other regulation
- Maintain project-wide communication channels and interface with project staff according to the Management Team's needs
- Support procurement process, research vendors, conduct cost-analysis, and document the process to ensure compliance with TADE Procurement Policy



- Provide logistical assistance for travel process and planning, prepare required documents, travel requests, visa processing, airfare booking
- Review and process Expense reports to accurately account for purchases and invoices from consultants, subcontractors, grantees, and vendors where applicable and track and record deliverables
- Track financial transactions and payments to ensure prompt payment of invoices
- Coordinate activities with project consultants
- Maintain and update program operations on SharePoint site for assigned regions and activities as needed
- Organize team meetings, webinars and other forms of meetings. and take minutes as needed.

### **Qualifications**

- BA in Business, Operations Management or related field
- 2 years' work experience desirable
- Strong administrative and organizational skills with high capacity for attention to detail required
- Strong analytical and computer skills (WORD, Excel, PowerPoint)
- Ability to multi-task and keep track of concurrent deadlines
- Excellent writing skills
- Inquisitive and proactive
- Ability to work in a team and communicate effectively with diverse cultural and professional staff members
- Aims to beat expectations – excellent skills in managing assigned workload
- Operations and Financial management skills desirable
- Multi-language capabilities preferred.

### **Application Details**

Qualified candidates should submit a cover letter and resume to [mail@tadegroup.com](mailto:mail@tadegroup.com) noting the job title in the subject line.

*TADE Group provides equal employment to all participants and employees without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, veteran or marital status.*