

## **Program Officer – Education and Literacy**

**Type – Full time**

**Location- Alexandria, VA**

**Reporting – Senior Technical Advisor - Education and Literacy**

### **Position Overview**

Nascent Solutions, Inc., (Nascent) is seeking a qualified professional to support our education sector portfolio. The incumbent will work in close collaboration with the senior technical staff to provide timely support on the implementation of education sector strategy. The successful candidate will also provide technical input on all aspects of design, implementation, management of education programming and business development for the division. The position will liaise with technical leads of other divisions to ensure that best practices are integrated in all interventions.

### **Company Details**

Nascent is a Virginia-based 501(c) (3) non-profit and international development organization. Its mission is to enable vulnerable people, especially women and children in rural Africa, to develop skills for self-sufficiency. The organization's areas of focus are food security and nutrition, health, literacy and skills development, and gender equity.

### **Essential Job Functions and Responsibilities**

- Conduct capture analysis in various education areas.
- Support country teams through coordination between programs and operations to ensure that project requests are processed in a timely manner and in accordance with project objectives and donor standards.
- Collaborate with country program teams to collect quality information and data for new business opportunities.
- Support the business development process by identifying new opportunities, positioning the company for opportunities, and preparing the necessary documents for such bids.
- Collaborate with the communications team to increase company and program visibility.

### **Required Skills, Qualifications and Attributes**

- Bachelor's degree in education, international development, or a related discipline, a Master's degree preferred.
- Demonstrated abilities to conduct research.
- 3+ years of experience in a multicultural context.

- Experience in preparing project reports and work-plans and other design documents.
- Knowledge of and networks within the international development community.
- Excellent communication skills, written, and oral proficiency in English, with proficiency in a foreign language highly desirable.
- Exceptional time management skills, with the ability to deliver under tight deadlines.
- Highly self-motivated and autonomous; ability to work with little guidance.
- Willingness and ability to undertake a broad range of tasks as necessary in a small, growing organization.
- Fast learner and team player.
- Skilled at providing advocacy and technical assistance.
- Strict attention to detail.
- Strong social media capabilities.
- Ability to communicate effectively in multi-disciplinary and cross-cultural teams.
- Ability and willingness to travel internationally 15% of the time.

### **How to Apply**

Interested candidates should submit a cover letter, CV, to [recruitment@nascents.org](mailto:recruitment@nascents.org). Please include “**Program Officer – Education and Literacy**” in the email subject line. CVs without cover letters will not be considered. Please note that only shortlisted candidates will be contacted. Closing date for applications is **July 15, 2022**. *Salary commensurate with experience*. Current work authorization in the United States is required.

### **About Nascent Solutions**

Nascent Solutions is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, personal appearance, family responsibilities, or political affiliation. Nascent offers employees a competitive compensation package, including health insurance, paid vacation, 401(k), and a professional development stipend.