

**Medical Care Development
International Division**

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**Position Announcement
Assistant Project Officer**

Position: Junior (P2)

Location: MCDI's Home Office, Silver Spring MD

Availability: Immediate

Supervised by: Chief Program Officer

Background

Medical Care Development International (MCDI, mcdinternational.org) is a US-based non-profit organization specialized in global health programming, with focus on malaria prevention and control, WASH, cervical cancer control and performance-based funding. MCDI currently operates in 17 countries of Africa, Asia and the Americas.

Roles and Responsibilities:

As a junior member of MCDI's professional staff, the Assistant Project Officer will be assigned to work with a group of (Senior) Program Managers in the successful implementation of a portfolio of MCDI field projects.

Responsibilities include (among others):

- a. Preparation, review and/or editing of technical reports and/or program-related documents.
- b. Liaise with the Financial and Operations teams at HQ to comply with procurement, human resources and financial needs of the project(s).
- c. Liaise with the field project team and with other HQ-based technical resources on technical and program matters.
- d. Other activities asked for by the (Senior) Program Managers.

Requirements:

- a. At least a Masters degree in a technical compatible field.

- b. 3+ years of professional experience, of which 1+ years should be dedicated to the professional practice, research and/or academia of public health.
- c. Excellent verbal and written communication skills.
- d. Working knowledge of French and/or Spanish.
- e. Proven track record as an effective team member.
- f. Knowledge of standard Microsoft Office package.

If interested, please submit:

- 1. an updated CV,
- 2. a cover letter, and
- 3. a completed USAID Biodata Form (1420)
- 4. a list of 3 references that we may contact
- 5. your salary expectations

to medijobs@mcd.org or mail to MCDI, 8401 Colesville Road, Suite 425, Silver Spring, MD 20910, attention HR. **Position is open until filled**

Short listed applicants will be required to take tests to assess writing abilities, computer proficiency, and suitability for the job.