

JOB DESCRIPTION

Program Director Ecuador

General Information about the Program

The Trust for the Americas is a D.C. based 501 (c) (3) non for profit corporation affiliated with the General Secretariat of the Organization of American States. The Trust implements projects in the areas of transparency, anti corruption, civil society capacity building, labor rights, free trade and freedom of expression. Trust activities focus on the 34 countries of the Western Hemisphere. Substantial funding for programs is provided by U.S. government sources, particularly USAID and the Department of State.

The Trust is interested in receiving applications for a Program Director for a 3 year civil society program in Ecuador. The program Director will be responsible for the overall technical and managerial leadership of the project to ensure that program goals are met, that there is an integrated vision among different components and actors, and that communications are effectively managed between the project, multiple local government actors, USAID, OAS, and other relevant donors. Management responsibilities will include general oversight of the technical program, and oversight of administration and finance, and human resources. The Program Director will be the key liaison with USAID/Ecuador, the Government of Ecuador, and all counterparts. The Program Director will be expected to identify issues and risks related to program implementation and suggest appropriate program adjustments.

The candidate should have experience in capacity building projects for civil society. Particularly in the areas of freedom of association, freedom of the press, inclusion and the democratic and political processes, transparency and governance. The candidate should also have experience working with minority groups and knowledge of gender issues. A proven track of coalition building, advocacy and networking with CSOs is desired. Experience in leadership development and in the implementation of training, technical assistance and capacity building for NGOs is also required.

Qualifications:

- Professional with a university degree (at least master or another post-graduate degree) is social, political sciences or a relevant related field
- Minimum of ten years of experience in development and civil society programs, particularly with emphasis in Latin America and preferable Ecuador.
- Extraordinary communication skills, with ability to communicate in written and spoken English and Spanish
- Demonstrate ability to lead a complex, high profile program with a variety of stakeholders from civil society, the Ecuadorian government, international cooperation agencies and international organizations with presence in Ecuador.
- Ability to interact with high level U.S. and Ecuadorian officials
- Program Director or Chief of Party experience on USAID projects highly desired.

- A proven track record of building and sustaining effective partnerships with government, donors, and project partners; and the ability to unite and motivate staff and consultants.

Terms of contract: Position will be based in Ecuador. This is a project funded position with 30 month duration.

Please send resume, cover letter, salary history, and references via email to programdirectorecuador@gmail.com

No phone calls please. Candidates who attempt to contact the Trust via phone will be disqualified from the process. The Trust is an EOE employer.