



## **Job Description: Senior Program Officer/ FCI Subaward and Project Management**

*August 2026*

|                          |                                                                                                                                                       |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Location</b> | Remote within the United States, must have the legal right to work within the United States                                                           |
| <b>Reports to</b>        | FCI Project Director                                                                                                                                  |
| <b>Duration</b>          | Five years anticipated, with annual renewal. Employment is contingent upon execution of LifeNet's subaward agreement and on continued annual funding. |
| <b>Time Equivalency</b>  | Full-time employee (100% FTE)                                                                                                                         |

LifeNet International transforms African healthcare facilities to provide quality, sustainable healthcare and save lives. The healthcare needs in sub-Saharan Africa are great. Equally great are the talents and resources present in these communities. LifeNet equips and empowers existing healthcare providers and institutions in Africa's faith-based healthcare sector. Rather than building parallel systems, LifeNet strengthens local facilities, people, and resources so they can serve their communities with respect, confidence, and evidence-based knowledge.

At LifeNet, we value: (1) Honoring God and others in all we do; (2) Sustainable impact at scale; (3) High-quality, compassionate healthcare; (4) Evidence-based programming; and (5) Local church ownership and decision-making.

### **POSITION SUMMARY**

The Senior Program Officer, FCI is the operational backbone for LifeNet International's anticipated subaward under the Faith and Communities Initiative, a five-year, annually renewed, multi-country project funded by the U.S. Department of State and led by World Vision. The position has key responsibility for subaward management and project administration, ensuring that subaward requirements, deliverables, decisions, documentation, financial information, and internal coordination move reliably among LifeNet's GSO and country teams and between LifeNet and World Vision. The role converts complex award obligations into practical systems and supports colleagues in meeting them on time and with strong documentation.

This is a full-time position, with 100% of effort allocated to FCI subaward and project administration. The ideal candidate is exceptionally organized, service-oriented, and comfortable working across program, finance, compliance, human resources, procurement, and monitoring functions. The incumbent will coordinate financial information and follow-up but will not replace qualified accounting staff, external accounting firms, or the future GSO Finance Director. Continued employment is subject to ongoing funding and satisfactory performance.

### **RESPONSIBILITIES**

#### **Subaward Management and Compliance Tracking (35%)**

- Maintain the authoritative repository of subaward documents, applicable U.S. Department of State, LifeNet requirements, and World Vision, including agreements, modifications, approved budgets and workplans, donor and prime-recipient requirements, approvals, deliverables, correspondence, and supporting records.
- Translate applicable Department of State requirements, World Vision flow-down provisions, and LifeNet policies into clear compliance checklists, calendars, workflows, and assigned responsibilities.

- Coordinate preparation, review, routing, and retention of required submissions, certifications, approvals, and supporting documentation.
- Support due diligence, partner monitoring, subrecipient risk assessment, corrective-action tracking, and preparation for audits, reviews, and site visits.
- Identify potential compliance issues early, document them, and elevate matters requiring technical, legal, financial, or executive judgment.
- Serve as a practical resource to staff by explaining requirements and helping design compliant ways to accomplish program objectives.
- Track fulfillment of all applicable flow-down requirements and coordinate timely responses to requests from World Vision, auditors, monitoring teams, and authorized donor representatives.

#### **Project Administration and Workstream Coordination (25%)**

- Maintain integrated project workplans, action trackers, decision logs, reporting calendars, contact lists, risk and issue logs, and other core management tools.
- Coordinate inputs and dependencies across program, MEL, finance, grants, human resources, procurement, travel, communications, and country implementation workstreams.
- Plan and support LifeNet internal meetings and LifeNet's participation in consortium meetings, including agendas, pre-reads, minutes, action assignments, and follow-up.
- Track milestones and deliverables, flag slippage or unresolved dependencies, and support the Project Director in securing timely decisions.
- Administer document-management and collaboration systems so staff can find current, approved materials and work from a common source of truth.
- Ensure that workplans and trackers capture responsibilities and milestones related to local capacity strengthening, sustainability, and transition to national, subnational, faith-based, and other local stakeholders.

#### **Internal Reporting, Operational Support, and Financial Coordination (40%)**

- Coordinate internal reporting processes and the compilation and review of narrative, operational, compliance, and financial inputs from the staff responsible for producing and approving them
- Work with country finance/accounting staff to establish reporting calendars, templates, supporting-document standards, reconciliation follow-up, and clear data-submission pathways to GSO.
- Coordinate the timely flow of project financial data to LifeNet's external accounting support and, once hired, the GSO Finance Director; track questions, corrections, approvals, and closeout actions to resolution.
- Coordinate LifeNet's contributions to World Vision's programmatic and financial reporting processes, ensuring that submissions are complete, internally approved, consistent across functions, and delivered on schedule.
- Maintain budget-versus-actual and financial deliverable trackers, support forecasting and variance follow-up, and prepare management summaries for the Project Director; accounting entries, reconciliations, statutory filings, and formal financial approvals remain with designated finance professionals.
- Support timesheet, cost-allocation, procurement, travel, invoice, expense, and records-management processes and monitor adherence to approved procedures.
- Coordinate responses to operational requests from the prime awardee, partners, auditors, accounting firms, and internal leadership, ensuring completeness and appropriate review.
- Support onboarding and orientation of project staff and consultants on applicable systems, responsibilities, deadlines, and documentation standards.

#### **THIS JOB MAY BE A FIT FOR YOU IF YOU HAVE:**

- Alignment with LifeNet's Christian identity, mission, and values, together with sensitivity to the beliefs and contexts of LifeNet's partners. This means that you would feel comfortable to sign on to the Apostles' Creed and to participate in the spiritual practices with colleagues including prayer and devotions.
- A bachelor's degree in international development, business or public administration, finance, accounting, grants management, nonprofit management, or a related field.
- At least 6 years of progressively responsible experience in project or award administration, grants and subaward management, operations, compliance, or a closely related function, preferably in an international NGO.
- Demonstrated ability to interpret award requirements and convert them into clear calendars, controls, workflows, templates, and follow-up systems.

- Working knowledge of U.S. Government award requirements or demonstrated experience administering comparably complex institutional-donor awards, including flow-down requirements, subrecipient monitoring, procurement, timekeeping, cost allocation, records retention, and audit readiness.
- Financial literacy sufficient to coordinate budget-versus-actual tracking, forecasts, reconciliations, supporting documentation, and data flow across country and headquarters teams.
- Exceptional organization, attention to detail, follow-through, and document-management skills.
- Experience administering U.S. Department of State-funded awards or subawards.
- Experience coordinating reports, approvals, and compliance documentation between a prime recipient and an international subrecipient.
- Experience working with decentralized country offices and supporting staff across multiple legal, operational, and cultural contexts.
- Strong writing and communication skills, including the ability to produce concise reports, meeting records, guidance, and management summaries.
- A collaborative, service-oriented approach and the confidence to follow up, surface risks, and hold colleagues accountable to agreed deadlines.
- Ability to manage sensitive information, exercise sound judgment, and work effectively across cultures, functions, and time zones.
- Advanced proficiency with Microsoft 365 and Google Workspace; comfort learning award-management, accounting, HR, and collaboration platforms.
- Ability and willingness to travel internationally and domestically approximately 10–20% of the time, subject to project needs.

#### **PREFERRED QUALIFICATIONS**

- Experience coordinating financial administration across country offices and a U.S.-based headquarters.
- Experience developing organization-wide policies and procedures and supporting change management.
- Professional certification or formal training in grants management, project management, compliance, finance, or accounting.
- Working proficiency in French.

#### **COMPENSATION INCLUDES:**

- Gross salary between \$70,000 - \$110,000, commensurate with experience
- Paid leave, medical, and retirement benefits in line with LifeNet's applicable policies for U.S.-based employees.

#### **TO APPLY:**

Please send a cover letter and CV to [recruiting@LNinternational.org](mailto:recruiting@LNinternational.org) with the subject line "Senior Program Officer, FCI Subaward & Project Administration." The cover letter should explain your interest in LifeNet's mission and how your experience prepares you for this role.

*LifeNet is an equal opportunity employer and a faith-based religious organization. LifeNet conducts hiring without regard to race, color, ancestry, national origin, citizenship, age, sex, marital status, parental status, membership in any labor organization, political ideology, or disability of an otherwise qualified individual.*

*Pursuant to Section 702 of the Civil Rights Act of 1964 (42 U.S.C. § 2000e-1(a)), LifeNet hires candidates who agree with LifeNet's Statement of Faith.*