



Senior Program Officer Tarawa, Kiribati

SUMMARY

American Councils is a premier, international nonprofit organization that strives to empower individuals and institutions to address challenges in a diverse and interconnected world. American Councils has designed and administered innovative programs that broaden individual perspectives, increase knowledge, and deepen understanding for almost 50 years across 130 countries.

Contingent upon funding, American Councils is looking to expand and open an office in Tarawa, Kiribati and implement programs that will provide scholarships to I-Kiribati senior secondary (high school) students to study in the United States or to attend an immersive camp in Fiji. The Senior Program Officer will directly supervise a Program Assistant in Tarawa and will report to the Project Director and work in conjunction with other staff in Suva, Fiji and Washington, DC.

The Senior Program Officer will oversee day-to-day operations in Kiribati, engaging key stakeholders and representing both American Councils and the funder. This position requires extensive travel to other islands in Kiribati to publicize the programs and conduct testing of eligible high school students.

PRIMARY RESPONSIBILITIES:

- Carry out program recruitment activities in Kiribati and ensure that the competition is conducted in a timely and proper fashion using American Councils tools, approaches, and guidelines;
- Organize logistics and administer standardized tests to groups of applicants;
- Conduct group meetings with applicants and parents to explain the details and requirements of available programs;
- Publicize the programs throughout Kiribati including working with local schools, the Ministry of Education, and other stakeholders;
- Arrange all travel and lodging logistics: meeting flights; transportation to hotels; coordinating participant travel between Kiribati and Fiji and the United States;
- Provide regular support to participants while preparing for the program and to parents while their child is abroad on program including making on-program support calls as necessary;
- Oversea alumni activities and assist with projects as well as submitting reports to the DC office;
- Engage key stakeholders on recruitment and alumni activities;
- Represent programs at in-person events throughout the year;
- Provide information for budget requests and monitor expenses; and
- Other duties as assigned.

QUALIFICATIONS

- Must be authorized to work in Kiribati;
- Program administration experience required;
- Excellent communication skills;
- Native Gilbertese, fluent written and speaking skills in English required;
- Experience working with teenagers;

- Experience in financial reporting and budget management;
- Familiarity with MS Office suite;
- University degree in relevant field required;
- Experience traveling abroad or studying in another country preferred;
- Familiarity with the United States and/or exchange programs preferred.

ADDITIONAL INFORMATION ABOUT THE POSITION

The position is contingent upon funding. January 1, 2024 is the anticipated start date for this position.

TO APPLY

Interested candidates should submit a cover letter with a current resume and salary history to the email listed below. Applicants are encouraged to submit materials by August 31, 2023 for priority consideration. Materials received after August 31 will only be reviewed in December.

Mr. Joseph Bilz
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