

Position Description

Job Title: Program Officer I	Grade: 82
Incumbent:	Reports to: Assistant Director, Africa/Near East/South Asia
Division: Foreign Fulbright Programs	Department: Exchange Programs

Purpose of Position: Work with Assistant Director in planning, budgeting, and implementing IIE's contractual services to Fulbright Commissions, U.S. Department of State Program Officers, U.S. Embassies and other overseas agencies; carries full responsibility for managing services and sponsor relationships for South Asia, primarily Pakistan, Africa, and other designated area and country projects, and for program and policy development with sponsors; manages cost-shared programs as assigned. Works closely with other IIE offices in providing services to the Fulbright program.

Principal Responsibilities:

- A. Has managerial responsibility for grant funds for assigned programs for each fiscal year; plans funding requirements with the Assistant Director for following fiscal year, working closely with DOS/ECA and Fulbright offices overseas; monitors unused funds from prior fiscal year contract and makes recommendations on their allocation. Makes final decisions on amount of Fulbright grants awarded in the first, and subsequent years, where grant funding is administered by IIE and monitors disbursements of these grants.
- B. Recommends policy and procedural changes, and assists with final recommendations for DOS/ECA, overseas Fulbright offices, and other sponsors. Coordinates implementation of country policies and objectives; adapts and interprets specific program procedures; advises DOS/ECA Program Officers and Fulbright representatives at American Embassies, Commissions, and Foundations overseas on program and student matters; evaluates program results.
- C. Responsible for assuring success of students' programs from selection in the home country through completion of U.S. educational objective. This involves

counseling overseas program offices and nominees, evaluating and identifying student qualifications, assuring appropriate academic placement, and providing expertise in developing solutions for Regional Centers on critical student cases and program matters.

- D. Receives and reviews Fulbright applications of new nominees and grantees seeking grant renewals. Works with IIE divisions and DOS/ECA, to assure appropriate program arrangements and funding packages. Monitors IIE fiscal, placement, and regional center services and reports to Assistant Director on compliance; oversees preparation of official documentation for grantees; assures accuracy of fiscal and statistical records; acts on exceptional cases.
- E. Evaluates and recommends changes in Fulbright selection process and participates in selection of candidates overseas if necessary; provides guidance to Commission/ American Embassy staff on Fulbright program implementation and student counseling.
- F. Recommends new country or regional programs to Assistant Director; identifies enrichment and other special opportunities for grantees and country programs; assists in drafting proposals for new program development for presentation to DOS/ECA, Fulbright Commissions and other sponsors.
- G. Processes and prepares documents for posting to the Fulbright country websites for viewing by sponsors overseas as necessary. Recommend and participate in the development of new forms to be posted to the website.

Qualifications: Education/Experience/Skills:

To be considered a candidate for the position, an applicant should have:

- Bachelor's degree and 3 years' progressively responsible administrative experience or a combination of education and experience
- Familiarity with South Asia (particularly Pakistan) or Africa preferred, including knowledge of the higher education systems in these regions
- Ability to organize high-volume operations and work effectively with individuals
- Initiative, good judgment, and ability to work independently are essential
- Knowledge of budgeting, data management, and financial forecasting
- Strong analytical, interpersonal, and communication skills required