

Project Director STOP Spillover
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=208482>

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Posted Apr. 4, 2023, set to expire Dec. 31, 2023

Job Title	Project Director STOP Spillover
Department	
Institution	https://stopspillover.org/ Tufts University Medford, Massachusetts
Date Posted	Apr. 4, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Financial Planning/Budget Management Business & Administration Administration - Academic Unit
Job Website	https://jobs.tufts.edu/jobs/18788?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

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Strategies to Prevent (STOP) Spillover (<https://stopspillover.org/>), a USAID-funded project led by Tufts University, is a global consortium of experts in human, animal, and environmental health focused on understanding the risk factors that contribute to viral spillover from animals to humans, implementing interventions at spillover points to prevent zoonotic disease, and assessing risk reduction practices and policies to prevent spillover and mitigate amplification and spread of disease. The project involves researchers from across Tufts schools and centers, as well as a global consortium of academic, industry, and country-led partners.

The Project Director reports through the Vice Provost of Research to the Executive Institutional Committee comprised of Tufts Senior Leadership.

What You'll Do

This is a grant-funded position and is not eligible for severance pay. This is a limited-term position ending on or around September 2025.

The Project Director leads the various complex organizational, personnel, administrative, financial, and cross-cultural aspects of STOP Spillover and holds ultimate responsibility for the direction of the project. The incumbent provides vision, direction, and leadership, and will have primary responsibility for the overall technical and operational requirements of contract performance. They will work with Tufts authorized signing officials to respond to USAID requests, provide central management and oversight of the consortium, ensure quality control of deliverables, and oversee all required reporting.

Responsibilities include:

- Provide overall vision, direction, and programmatic, financial, and administrative leadership for the implementation of the project, ensuring full alignment with USAID and Tufts policies and procedures
- Lead strategic planning processes, oversee the development of work plans and budgets and ensure that goals and objectives are executed
- Manage the relationships with USAID, USAID missions, subcontractors, the Management Executive Committee, the Project Management Team, and stakeholders, ensuring quality implementation of activities, as well as accurate and timely reporting of project updates to all parties
- Provide guidance and direction to field-based project staff and other host country stakeholders
- Ensure the timely completion and quality of all contractual deliverables and reports"

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- Directly supervise the management and administrative teams, including the Project regional leads for Africa and Asia, Surveillance/Risk Assessment Coordinator, the Risk Reduction and Implementation Coordinator, and the Service Teams

What We're Looking For

***** PLEASE INCLUDE A COVER LETTER WITH YOUR APPLICATION *****

Basic Requirements:

- Knowledge and skills as typically acquired through completion of Master's degree in a relevant field
- At least 10 years of relevant experience within an international development context, and a demonstrated ability to create and maintain effective working relations with international organizations; US Government agencies; and NGO partners, private sector partners, and host country governments (including senior government officials) in developing countries
- Fluency in English oral and written communication

Preferred Qualifications:

- Doctoral degree in a relevant field
- Minimum of five (5) years of demonstrated senior-level leadership (e.g., Chief of Party, Project Director, Deputy Director) to programs of similar magnitude and complexity is preferred

Special Work Schedule Requirements:

- Domestic and international travel will be required
- Virtual meetings in different time zones
- This job involves responsibilities that are performed in a hybrid or remote working environment



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Pay Range

Minimum \$177,300.00, Midpoint \$221,650.00, Maximum \$266,000.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact