Deputy Program Manager

GENERAL DESCRIPTION:

The Deputy Program Manager (DPM) will be responsible for assisting the Program Manager (PM) with the coordination of all activities in-country; providing liaison with RSO, Embassy, partner nation officials; representing the mission interests in-country; monitoring personnel in-country and assuring the successful delivery of training and equipment. The DPM reports to the PM and may be assigned responsibility for special projects or portfolios that are integral to the program. If the PM is absent from Post the DPM will temporarily assume responsibility for coordination of the program. The DPM will assist with administrative, personnel, fiscal, travel, logistical, training, equipment and other duties as assigned by the RPM.

MAJOR DUTIES:
The deputy program manager unless specifically authorized by the CO or COR, shall be a working member of the Contractor’s work force, assisting the program manager with administrative, managerial, and supervisory duties as part of their normal duties. Major duties of the deputy program manager include:

- As a collateral duty, assist with the duties described for the program manager.
- Serve as acting program manager in the program manager’s absence (not to exceed 30 consecutive days).
- Assist the PM in providing liaison with partner nation officials to facilitate equipment delivery, identify venues and determine future requirements.
- Assist the PM in monitoring the program to determine that the program: is meeting predetermined objectives, is being provided to appropriate host country personnel, (vis-à-vis assignment, rank, responsibility and organizational membership), etc.
- Assist the PM in ensuring facilities are adequate to support mission requirements and oversee construction, refurbishment, facility operations and maintenance.
- Assist the PM in the preparation of cables, reports, briefs and other documentation of in-country program activities. Submit situation reports to Program, assuring timely and accurate reporting of all program activities, sensitive issues and successes. Immediately report any emergencies to the PM and the RSO. Facilitate in country communications (e-mail, R/R radio, cellular phone, landline and satellite phone).
- Assist the PM with the management of the Administrative Fund and oversight all other expenditures as required to support mission.
- Collect fiscal data to assist with the completion of monthly, quarterly and annual reports.
- Assist with the scheduling and delivery of briefings to include: RSO security and Emergency Action Plan (EAP) Briefings. Assist the PM with briefing all incoming personnel upon arrival on local safety, health, driving and political/cultural conditions. Stay aware of and brief personnel on current threat levels. Assist with the maintenance of personnel data and emergency contact information for deployed personnel.
• Assist PM with arrangements for billeting and local transportation of mission personnel in-country.
• Assist PM and/or logistician with coordinating the local purchase of equipment, supplies, and materials as required to support the program. Assist the PM with receiving all necessary shipments on behalf of the RSO, process through customs, arrange for delivery to training site.

PROFESSIONAL QUALIFICATIONS/SKILLS:
• US citizen and eligible for a Secret Clearance based on a single scope background investigation and able to obtain/maintain SCI access if required.
• Associates degree from an accredited college or university or: a combination of seven years of law enforcement, operational and/or training experience.
• Previous experience in liaison or management in an overseas environment is preferred.
• Ability to work within the context of political and operational security organizations at the national and international levels. Possess an understanding of logistical and fiscal support of overseas operations and have the ability to solve real-world problems under short deadlines.
• Excellent writing and communication skills. Experience in preparing and presenting oral and written briefings.
• Previous international experience that establishes ability to work within foreign cultures is required. Previous experience working in the specific country or region is preferred.
• Proficient with Microsoft Office Suite and Microsoft Office Project.
• Language proficiency as appropriate for partner nation is preferred.
• At least two years of program management or equivalent supervisory experience with a program of similar size to this contract.
• Experience working in high-threat environment preferred
• Established capability to handle individuals or groups from numerous levels and backgrounds.
• Good physical condition with no health issues that could impair performance of duties.