



## Job Announcement

### Deputy Project Director

For USAID Funded Education and Health Projects  
for Tibetan Communities in India and Nepal

#### **JOB ANNOUNCEMENT:**

The Tibet Fund is currently recruiting a Deputy Project Director to support the management and monitoring of two USAID funded projects, the Tibet Education Project and Tibetan Health System Capacity Strengthening project. Tibetan-speaking candidates are especially encouraged to apply.

Projects, job responsibilities, and desired qualifications are described below.

#### **GENERAL:**

The Tibet Fund, headquartered in New York with a field office in Dharamsala, India, is a nonprofit organization that works to preserve the cultural and national identity of the Tibetan people through projects supporting education, health, economic self-sufficiency, religious and cultural preservation, and community development.

#### **APPLICATIONS:**

Applicants should send current resume and cover letter by email referencing in the subject line of the email "Tibet Fund DPD Application" to the following email address: [jobs@tibetfund.org](mailto:jobs@tibetfund.org).

#### **POSITION DESCRIPTION**

**BASE LOCATION:** Dharamsala, India, with regular travel to other parts of India and Nepal

#### **SALARY & BENEFITS:**

The Tibet Fund offers a competitive compensation package. Salary will be commensurate with qualifications and experience. Benefits will include a health and housing allowance and annual bonus subject to performance.

#### **DURATION:**

The Tibet Fund is seeking a Deputy Project Director to support two ongoing USAID funded projects through 2018. The initial contract period will be one year with a six month probationary period. Beyond 2018 The Tibet Fund

anticipates receiving additional funding from USAID and other institutional donors, and the selected applicant is likely to become an excellent candidate to continue working with The Tibet Fund on other projects.

### **POSITION SUMMARY:**

The Deputy Project Director (DPD) will have substantial managerial responsibility working on two USAID-funded projects in cooperation with the Central Tibetan Administration (CTA). The main responsibility of the DPD will be to assist the Project Director in all aspects of project management to meet project objectives, including developing and maintaining strategic partnerships; providing technical and capacity building support; monitoring and reporting; and day to day administrative and supervisory responsibilities. The DPD will work closely with colleagues including The Tibet Fund Vice President, Monitoring & Evaluation Director, and Finance & Administration Associate, as well as with staff of key partner organizations including the CTA Department of Education, CTA Department of Health, and Social and Resource Development Fund.

### **PROJECTS:**

#### **Tibet Education Project (TEP)**

The goal of the TEP is to strengthen the Tibetan education system in innovative, replicable ways that equip young Tibetans to succeed in modern professions, become strong and visionary leaders, and thrive in the global economy while sustaining their unique identity and culture. To achieve this the project focuses on three strategic objectives: improving the quality of educational opportunities for students at Tibetan schools, increasing student access to higher education and professional degree programs, and strengthening the management and development of the Tibetan education system. Since 2012 the project has supported activities in the following key areas: teacher training and professional development, higher education scholarships, career counseling and test preparation coaching for secondary students, middle school science education, early child education, information communication technology development and education system management. In 2014 the TEP began scaling up the Tibetan Early Grade Reading Program, a multi-component initiative that will reach all Tibetan primary school children in India.

#### **Tibetan Health System Capacity Strengthening Project (THSC)**

The goal of the THSC is to achieve universal health coverage for Tibetan communities in India and Nepal that helps contribute to USAID's Global Health Mega Goals of ending preventable child and maternal deaths by 2035 and creating TB free communities by 2030. Launched in November 2014, the four-year project will strengthen institutional capacity of the Central Tibetan Administration Department of Health to design and implement health financing schemes that are cost-effective, sustainable, and expand access to

preventive, primary, maternal and child, and TB care; and to develop a robust Health Information System (HIS) that promotes financially and socially prudent investments in CTA DOH health programs. Project support falls under the following core components: Health financing, TB care, maternal and child health, behavior change communication, HIS improvement, and health workforce capacity strengthening.

## **RESPONSIBILITIES**

- Work with project partners to link project activities to strategic objectives by communicating and coordinating on project implementation, work plans, budgets, and technical and administrative issues
- Work with project director and project partners to develop project work plans, monitoring plans, and budgets
- Work with project partners to track, monitor and report on project progress and project indicators
- Prepare project progress reports for USAID
- Provide technical support and assist in building the capacity of project partner staff
- Promote effective partner collaboration and a high degree of team professionalism
- Maintain excellent communications and cooperative relationships with USAID and other project stakeholders

## **QUALIFICATIONS**

### **Education:**

- Master or Bachelor degree, preferably in a field related to education, health, management, and/or international development.

### **Skills and Experience:**

- Excellent command of English, including strong English writing and Word document production skills
- Strong Excel and quantitative analytical skills
- Excellent interpersonal communication and organization skills
- Past experience and/or strong interest in education and health sector project work
- Willingness to travel to project sites in India and Nepal

Preference will be given to applicants with the following qualifications:

- Experience working in Tibetan diaspora communities in India and/or Nepal
- Knowledge of Tibetan diaspora education and health systems

- Prior project management, planning, budgeting, and/or monitoring and evaluation experience
- Prior organizational partnership-building, team building, and/or capacity building experience

***The Tibet Fund thanks all applicants in advance for their interest in this position. Only candidates selected for interviews will be contacted.***