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**Deputy Program Director, International Programs**

##### Job Description

#### ***Introduction***

NARUC International Programs seeks to empower the global community of regulators to drive meaningful change in their energy sectors. Working in partnership with U.S. and international officials, our projects support real improvements in the quality and effectiveness of regulation in foreign countries through dialogue and collaboration. We utilize the talents and expertise of state commissioners and staff in our work, sharing the best of what the NARUC community has to offer.

###### **Reporting Relationship**

* Reports to the Director of International Programs.
* Serves as supervisor to assigned staff.

#### ***Core Functions***

1. Coordinates with the Senior Leadership Team to ensure successful execution and development of programs.
2. Serves as a leader over a portfolio of multiple programs and staff.
3. Supervises select staff.

#### ***Priorities***

1. Assists in designing and supports the strategic vision for award(s)[[1]](#footnote-1) and large/regional programs.
2. Ensures that the vision, workplan and budget for individual projects aligns with program goals and requirements.
3. Oversees compliance of program reporting and NARUC requirements.

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| ***Expectations*** | ***Roles*** |
| **Program Management and Technical Support** |
| * Ensures the program is on track throughout the lifespan of the program and/or award

  | * Supports the Leadership Team in designing strategic direction, ensuring sound management and manages key communications with client for select awards.
* Supports forward planning across all projects and advises Senior Leadership Team on staffing and scheduling.
* Oversees select program staff to ensure that projects are on schedule, on budget, producing results, and meeting the department’s and client’s standards.
* Directly designs and implements select projects.
* Ensures technical assistance aligns with portfolio needs by coordination with Leadership Team, Technical Advisors and Program Managers.
* Works closely with Program Managers to ensure harmonized approach to project design, implementation and communication for projects.
* Assists with identifying and pursuing new business opportunities and relationships.
* Leads preparation and coordination of concept papers, proposals, estimated budgets and funding justifications.
* Backstops for select projects and/or staff as needed.
* Performs other duties as assigned.
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| **Reporting and Coordination with Clients and Partners** |
| * Serves as key point of contact with client program manager
* Ensures compliance of program reporting
 | * Builds and sustains relationships with other implementers/contractors, USG partners and foreign counterparts.
* Uses ME&L strategies to gather information with partners and feed into portfolio and strategic visions.
* Oversees preparation of all program-related reporting, including time sensitive by the client.
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|  **Supervisory & Training Responsibilities**  |
| * Promotes peak performance culture
* Provides best practices, guidance and leadership to program and technical teams Serves as direct supervisor for select program staff
* Onboards new staff as assigned
 | * Provides leadership to maintain a supportive work environment, open communication accountability, collaboration and decision-making.
* Serves as a mentor to program staff.
* Promotes knowledge transfer and learning opportunities for other staff.
* Ensures harmonized approach to ME&L within the department.
* Contributes to improvements in administrative and programmatic performance.
* Approves timesheets/expense report, conducts annual performance evaluations and quarterly check-in meetings.
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| **Compliance & Financial Management**  |
| * Ensures compliance with NARUC and USG policies, regulations and operational and financial procedures
 | * Follows procurement procedures and approved expenses, as authorized.
* Ensures budget development and adherence for the program/award and timely submission of expenses.
* Maintains appropriate documentation to support program files, budget planning and expense reports, and financial audits.
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###### **Required Abilities and Key Attributes**

The Deputy Program Director is responsible for ensuring successful implementation and compliance in accordance with assigned awards and/or programs with a primary focus on the Europe & Eurasia region. The position requires a proven track record in managing federally-funded awards, strong knowledge of federal funding regulations, excellent client communication skills and strategic program design.

The position also requires sound knowledge of the energy sector and issues facing emerging and transitioning economies, including but not limited to electricity and gas market evolution and regulation, tariff methodology, grid system expansion and stability, independence and transparency of the regulator, unbundling and accounting, promotion of investment, etc. Specific knowledge and experience with EU requirements is desired.

The Deputy Program Director has oversight of workflow processes; strong organizational skills and attention to detail; strong communication, strategic thinking abilities and analytical skills; sound knowledge of monitoring, evaluation and learning (ME&L) and business development skills; and excellent English writing and presentation skills.

Experience with team leadership, direct supervision and training is desirable. International and domestic travel required (approx 25-40% of time).

###### **Education and Experience**

An advanced degree in Energy/Environmental Science, International Relations, Public Administration or a related field and 7-8+ years of professional experience is required. Coursework in economics is very helpful. Knowledge of the nonprofit or association environment is desirable. Knowledge and/or experience with USAID and USG regulations and procedures highly desirable. Language proficiency in geographically-relevant regions preferred.

###### **Conditions**

* The term of employment is grant-funded and is conditioned upon continued client funding and satisfactory performance of duties.
* The position is based in Washington, DC.
* Must be US citizen or have US work permit.
* NARUC is an equal opportunity employer.
1. NARUC International awards take the form of cooperative agreements, grants and/or contracts. [↑](#footnote-ref-1)