



## International Republican Institute

### Job Description – Program Manager (Korea)

#### Job Summary

Every employee of IRI is responsible for carrying out the Mission of IRI and demonstrating the Core Values in their day-to-day operations. The Core Values, which are IRI's foundational building blocks include:

**Excellence**—We believe in quality results delivered by investing in people. **Freedom**—We believe in exploration and experimentation to be agile and responsive. **Respect**—We believe in trust, empathy and empowering people. **Teamwork**—We believe in diversity, inclusion and the power of global collaboration. **Transparency**—We believe in open communication and clear decision-making. **Accountability**—We believe in personal responsibility as the foundation of success.

The Program Manager (Korea) is responsible for overseeing the operations and programmatic implementation of the IRI Seoul office. In consultation with IRI Washington Headquarter (HQ) staff, the PM leads the development and execution of the long-term strategy for IRI programs in-country. The position is expected to start in Fall 2023 and last for one year with potential for contract renewal. The position will be based in the IRI Seoul office and will report to the HQ-based Deputy Director.

#### Position Requirements:

- Undergraduate degree and 5-7 years of professional experience in democratic governance, politics, or related field, preferably with experience managing operations for field-based projects. Post-graduate degree a plus.
- Demonstrated experience working with internationally funded projects. Familiarity with U.S. Government (USG)-funded projects and USG regulations and processes preferred.
- Demonstrated ability to effectively communicate and coordinate with various stakeholders, including USG officials, international missions, host governments, and local implementers.
- Ability to lead and coordinate the efforts of other team members to effectively meet program and operational needs.
- Ability to proactively anticipate, identify and analyze complex problems and develop creative solutions.
- Demonstrated financial management experience in developing and administering program budgets.
- Strong oral and written communication and presentation skills.
- Familiarity with the politics and culture of Korea.
- Experience working with civil society and local government a plus.
- Fluent in English and Korean.

## **Primary Functions & Responsibilities**

- Oversees the implementation of all program activities, ensuring alignment with program objectives and adherence to workplans and monitoring and evaluation plans.
- Monitors and approves field office budgets and expenses to ensure that expenditures remain within budget allocations and financial regulations.
- Supervises local field staff, including participating in the hiring, professional development and evaluation for these staff. Sets specific goals and provides ongoing performance feedback.
- Develops credibility and maintains productive working relationships with relevant stakeholders including U.S. and foreign diplomats, donor agencies, host-country government representatives, program partners and HQ staff.
- Leads local business development efforts, including identifying and seeking new or additional sources of funding. Participates substantively in the design of new programs.
- Monitors, analyzes and reports to HQ staff on political and related developments to provide country and regional analysis.
- Maintains an understanding of donor and IRI policies and procedures related to grant compliance and oversight.
- Oversees operations related to IRI field presence and ensures IRI is in compliance with local laws regarding IRI's legal status in the country.
- Supports the development of quarterly, semi-annual, final and other relevant reports for funders.
- Anticipates potential problems, offers solutions and actively leads in applying solutions.
- Capable of facilitating training modules, as needed.
- Performs other duties as assigned.