



Program Manager, International Development

About this Job

GeoPoll, the world's largest mobile surveying platform working in emerging markets, is looking for a Program Manager in Nairobi, Kenya, within GeoPoll's International Development Program Management team. You will be working from GeoPoll's largest office with over 60 employees located in Westlands. S/he will be focused on assisting contract setup, management, closeout and financial management. The ideal candidate will have an interest in building and maintaining relationships with a wide variety of International Development clients with the ability to juggle and execute on diverse responsibilities within an exciting, fast-growing and dynamic environment. To apply, please email a cover letter, professional writing sample and resume to jobs@geopoll.com with the job title in the subject line.

Responsibilities

- Manages relationships with current and potential clients in the International Development portfolio.
- Independently develops written technical reports on survey data.
- Coordinates with internal teams to establish project work plans and timelines for projects and executes deliverable submissions for client projects.
- Assist to manage project financials to ensure maximum accrual and help track account payables for active portfolio.
- Assists sales leads to develop relationships with potential clients and partners to promote the capabilities of GeoPoll.
- Implements processes and coordinates administrative tasks for an active program portfolio.
- Develops written case studies and short write-ups on key programs and projects.
- Think strategically about GeoPoll future development, growth, and expansion in new markets and sectors with the ability to solve problems independently.

Requirements

- Minimum four years of experience in a program/project coordination or survey research
- Demonstrate a positive, helpful demeanor with a passion for program management and survey research.
- Effective writing skills in English with experience developing both written and visual reports related to research.
- Willingness to be fulfill tasks related to all aspects of a program / project's lifecycle.
- Excellent attention to detail and organizational skills with the ability to follow through and execute on tasks in a pro-active, timely manner.
- Excellent external engagement skills, including an ability to assess client needs, structure services, and resolve external relations issues.
- Have advance problem solving skills and experience finding solutions for complex projects.
- Familiarity working with development agencies and working with people of different nationalities and backgrounds.
- Must be an independent, self-starter with the ability to take direction from the Director of Program Management as well as set self-priorities.



- A Bachelor's degree in a social science, business administration or similar fields is required.
- Advanced experience with Microsoft Word, PowerPoint and Excel required.
- Willingness to travel within Kenya and internationally as required.

About GeoPoll

Since 2012, GeoPoll has been a leader in providing affordable market research from areas of the world that are difficult to access with traditional methods. We conduct 7 million surveys per year through the mobile phone for international multilaterals, NGOs, research agencies, brands, and media groups. GeoPoll facilitates projects that provide critical data for companies and development assistance organizations that provide insight on resources, living conditions, and aid, as well as measure the ROI of advertisements, assess customer satisfaction, and more.