



**Senior Program Management Officer (Southeast Asia),
International Development & Relief
Job Description**

GeoPoll, the world's largest mobile surveying platform working in the developing world, is looking for a Senior Program Management Officer based in Southeast Asia to join its International Development team to support the implementation of our international programs. The Senior Program Management Officer will be focused on managing the program's life cycle; donor compliance, and financial management. This individual will be part of a small international development and relief team that is responsible for implementing dynamic survey research and development initiatives. The ideal candidate will have an interest in building and maintaining relationships with a wide variety of international development and relief clients and will have the ability to adeptly manage and execute on diverse responsibilities within an exciting, fast-growing, start-up environment.

To apply, please email a cover letter and resume (saved as a single file *with your name as the file name*) to jobs@geopoll.com with the job title in the subject line.

Please note: we are seeking a candidate based in Southeast Asia who has experience with project management and client-facing roles across the region.

Responsibilities

- Under the leadership of the Director for Program Management the Sr. Program Management Officer (South East Asia) directly manages relationships with current and potential clients in the International development and relief portfolios
- As assigned by the Director of Program Management, independently manages a portfolio of research projects including the administrative and operational tasks related to design, planning, output based on program requirements
- Works directly with clients to provide insights, recommendations, and usages of collected data to benefit programmatic activities and overall program objectives
- Coordinates with internal teams to establish project work plans and timelines for projects. Executes deliverable submissions for client projects.
- working collaboratively with the Director, ensures the program management team meets contractual and program requirements
- Organizes program documents and ensures program management organizational processes are fulfilled
- Utilizes cross-functional collaboration skills to manage the inputs and support of internal technical departments, including review of technical inputs related to design and feasibility or project management
- Reviews and monitors viability of externally outsourced data analysis and reporting capacity
- Serves as a partner to the wider program management team in thinking strategically about GeoPoll future development, growth, and expansion in new markets and sectors



- Provides progressive thought leadership which will include developing or co-developing academic articles, GeoPoll blog posts and represent GeoPoll at/on external settings
- Assists in the management of project financials to ensure maximum accrual and help track account payables for active portfolio

Requirements

- Minimum six (6) years of experience in a program/project coordination or survey research.
- A Master's degree in a social science, business administration or similar field is required.
- Strong organizational/project management skills. Ability to follow through and execute on tasks in a timely manner.
- Willingness to execute tasks related to all aspects of the program/project lifecycle with an emphasis on project management, client relationship development and advancement and survey research reporting requirements.
- Excellent communication skills, including an ability to communicate effectively with clients and to various internal departments related to design, planning, financial management, sales, data processing, marketing and third-part services.
- Broad and deep problem-solving skills and experience finding solutions for complex issues.
- Familiarity working with development agencies and working with people of different nationalities and backgrounds.
- Ability to work both collaboratively and independently
- Advanced skills in Microsoft PowerPoint, Excel, and statistical analysis software.

About GeoPoll

GeoPoll is a leading research organization that uses mobile phones to gather direct, real-time insights from millions of people throughout Africa, Asia, and Latin America. Working with clients including global brands, media outlets, and international development groups, GeoPoll facilitates projects that measure vital indicators around the world.

EEO Statement

GeoPoll is an Equal Opportunity Employer and welcomes diversity. We do not discriminate on the basis of race, religion, tribe, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications and merit.