



Job Opportunity Announcement- Project Specialist

Overview

ACDI/VOCA is a global non-profit development design and delivery partner based in Washington DC. We have implemented effective economic and social development projects around the world since 1963. ACDI/VOCA is a nonprofit international development organization that delivers technical and management assistance in agribusiness, financial services, enterprise development, community development and food security in order to promote broad-based economic growth and vibrant civil society.

Position Summary

ACDI/VOCA is seeking a highly motivated Project Specialist to play a key role in advancing impactful development programs around the world. As part of the Programs team, the Project Specialist will help project and proposal teams deliver results by supporting day-to-day operations, financial management, procurement, grants and contracts, technical deliverables, and new business development. The ideal candidate is a proactive, detail-oriented problem solver who thrives in a fast-paced collaborative environment, exercises sound judgment, and is eager to strengthen the systems, relationships, and field operations that make development work possible. Reporting to the Managing Director of Programs, this role offers an opportunity to contribute meaningfully to mission-driven work while building broad experience across project and proposal management.

Major Duties and Responsibilities

I. PROJECT MANAGEMENT SUPPORT

Project Operations- As part of the Project Management Team, the Project Specialist is central to keeping complex international programs organized, responsive, and moving forward. The Project Specialist supports the operational details that help project teams, offices, consultants, and partners deliver effectively.

- Assist with personnel recruitment and hiring; develop and format scopes of work for consultants and volunteers, search consultant databases and screen CVs
- Process requests for Letters of Assignment, support project staff mobilization and repatriation
- Make travel arrangements, review and process expense reports
- Update the volunteer tracking system, if applicable
- Ensure that projects maintain property inventory; conduct physical inventory in the field
- Assist HR in the creation and updating of country employee manuals, as requested
- Collect approval signatures necessary for authentication, notary, power of attorney, etc.
- Provide project start-up and close-out support, draft start-up and close-out plans and trackers under guidance
- Maintain the project's SharePoint sites and document libraries

Project Financial Management- The Project Specialist helps ensure that project resources are tracked carefully and used responsibly. This support strengthens financial oversight, timely reporting, and informed decision-making by project leadership.

- Assist the Project Director (PD) and Financial Analyst (FA) with budget preparation and updating; contribute to budget discussions, elevate concerns, and propose solutions
- Support the PD and FA with financial information gathering and reporting, including budget performance, variance analysis, burn rates, obligations, cost share, cashflow, etc.
- Process monthly advance requests and financial reports, review for accuracy, completeness and compliance with contractual and programmatic requirements
- Process and review payment requests for accuracy, completeness and compliance
- Track subcontractor invoices, payments, obligations and other financial information

Procurement, Grants and Contracts- The Project Specialist supports compliant, well-documented procurement, grant, and contract processes. This includes helping teams move work forward while maintaining accuracy, accountability, and alignment with organizational and donor requirements.

- Support the procurement of goods and services, subcontract and grant management
- Prepare and review all pertinent documents for completeness and accuracy, ensure that the documentation is in compliance with the organizational policies and procedures, award document and donor regulations
- Review, submit, and monitor vendors' and subrecipients' invoices, payments, obligations, and other financial information
- Draft approval requests to the donor under guidance from the PD and/or in-country lead (COP, Team Lead, Country Rep, or other designation); maintain project approvals trackers

Work Plan, Reporting and Technical Deliverables- The Project Specialist supports clear communication of project progress, results, and learning, helping project teams stay on track with deliverables and share high-quality reports, updates, and success stories with internal and external audiences.

- In collaboration with the PMT, ensure compliance with the project's deliverable requirements and schedules
- Edit project monthly, quarterly and annual reports and other deliverables
- Contribute to the development of communications products and success stories
- Update project profiles and contribute content to AV Group information platforms

II. **NEW BUSINESS DEVELOPMENT SUPPORT** - The Project Specialist contributes to ACDI/VOCA's future growth by supporting proposal development, positioning, and partner engagement. This work offers exposure to the full business development cycle, from research and reconnaissance through proposal coordination and writing.

- Assist with pre-positioning and reconnaissance efforts, including research of technical and financial information; participate in reconnaissance trips and/or assist with trip logistics
- Develop Scopes of Work for new business consultants and manage their contracts and integration into the proposal process
- Serve as proposal coordinator, section writer, or in other proposal roles
- Contribute to Expressions of Interest, Concept Papers and other technical proposal sections
- Contribute to new business goals, including updating BD processes/procedures, supporting external communication efforts, and furthering positioning efforts for specific counties, regions, and/or donors.

III. **TECHNICAL/SUBJECT MATTER SUPPORT-** The Project Specialist supports technical learning, tools, and initiatives that strengthen program quality. The role provides opportunities to contribute to cross-cutting topics and project-specific strategies while building deeper subject matter expertise.

- Contribute to technical/subject matter initiatives including research, tool developments, or short-term assignments

- Under guidance, ensure the project's compliance with the donor's gender, M&E, and environmental requirements
- Other duties as assigned

IV. **TEAMWORK AND LEADERSHIP-** The Project Specialist helps create the conditions for strong collaboration across home office teams, field staff, and partners. Through clear communication and reliable follow-through, this role supports an inclusive, professional, and solutions-oriented team culture.

- Facilitate meetings and group discussions
- Facilitate collaboration between home office, project staff, and external partners
- Provide consistent and clear guidance and policy updates to field teams
- Provide surge coverage for other project management personnel as needed
- Support and enhance the company's culture of inclusion and align with our corporate values by treating others with respect and congeniality

QUALIFICATION REQUIREMENTS- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. While the requirements listed below are representative of the knowledge, skills, and/or ability required, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in international development, agriculture, finance, economics or a related field required (additional years of experience will be considered in lieu of degree)
- Minimum of two years of experience in international development required, including one year of administrative experience
- Experience living in a developing country preferred
- Excellent verbal and written communication skills
- Proven ability to work successfully as part of a team, as well as independently
- Strong organizational skills and ability to multitask in a fast-paced environment
- Demonstrated leadership, versatility and integrity
- Fluency in English, professional proficiency in French or Spanish required
- Ability and willingness to travel internationally required; may be required to be fully vaccinated based on country requirements.
- Must be available during core business hours and/or operating hours for international time differences; flexibility to work more hours when needed.

Location

This position will be fully remote. Occasional travel to the home office in Washington DC may be required.

Salary Range

The salary range for this position is \$50,000 to \$66,500; candidate's relevant experience and skills, as well as our internal equity, will be considered before an offer is extended

Application Instructions

Please apply by September 11, 2026, by emailing your resume to Programs@joinav.org. Applications will be reviewed on a rolling basis. Only shortlisted candidates will be contacted.

ACDI/VOCA IS AN EQUAL OPPORTUNITY EMPLOYER