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# Example of Development Program Manager Job Description

Our company is looking to fill the role of development program manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for development program manager

* Supports Risk Management in investigating and monitoring accidents to identify cause and take corrective actions
* Ensure effective cooperation and communications with other departments
* Improve navigation experience (browse/search) by managing/ enhancing product attributes and taxonomy
* Own your P&L
* Ensure the design of and delivery of an integrated program that helps the private sector in closing gaps between men and women
* Support the pre-implementation phase of the four-year program by liaising closely with the respective team leads over their components, advise on feasibility and results focused program planning
* Design team roles and responsibilities, recruit and manage two staff and establish a resource base of consultants as necessary to deliver on the various objectives and
* Manage and oversee sectoral and topic-specific research
* Deliver gender specific advisory services to clients
* Manage external engagements on the topic of gender and private sector development

## Qualifications for development program manager

* Must have at least three (3) years of demonstrated experience in the management and control of funds and resources using complex reporting mechanisms and at least five (5) years direct experience in managing multi-task contracts and subcontracts of various types and complexity, experience in leading a multi-vendor environment
* Learning systems knowledge and experience including general LMS, Kirkpatrick and other learning evaluation implementation curriculum development and/or management experience
* Superb daily management & organizational skills with exceptional follow through and attention to detail
* 2+ years’ experience with large-scale program management projects/programs
* Bachelor in Marketing, Business, or related degree
* At least 4 years within Marketing, Product Management, or other directly related professional experience