



# Example of Activity Director Job Description

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Our company is searching for experienced candidates for the position of activity director. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for activity director

- Ensure comprehensive monitoring and evaluation of the program
- Provides technical direction and oversight of project activities
- Ensures all project deliverables exceed expectations and are managed within budget
- Work closely with the COP to develop the OD agenda for USAID and its other support contractors and implementing partners
- Build capacity of county governments to make productive investments in agriculture
- Lead and mentor central and district training teams, maintaining the appropriate resources for program implementation while ensuring adherence to national and international high-impact practices
- Provide strategic leadership for training and mentorship for clinical services in areas of reproductive, maternal, newborn, and child health services and malaria control and prevention
- Work with district health management to assess need for, supply of, and utilization of key equipment and ensure trainings and mentorship activities are coordinated to maximize use of available resources
- Work with district health management and district project team members to assess and improve referral practices
- Collaborate closely with HQ technical teams to ensure that program implementation adheres to appropriate global strategy and is technically sound

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- Experience providing strategic leadership and technical guidance to large, complex USAID-funded programs required
  - A minimum of a Master's degree in international development, organizational development, education, public administration, public policy, or related field
  - A minimum of 4 years of experience in organizational development or adult learning using participatory approaches, including mentoring and coaching
  - A minimum of 5 years of experience in monitoring and evaluation
  - An ability to resolve sensitive and complicated work issues with senior high-level country counterparts, donor representatives and senior-level staff
  - Minimum two (2) years experience in social or recreational program within the last five (5) years