



Program Manager, South East Asia

The University of Notre Dame's Keough School of Global Affairs is looking for outstanding candidates for a **Program Manager, South East Asia** position supporting its AIM for Scale program. This is a remote (U.S based) limited term grant-funded position expected to run through September 30, 2029.

About the Organization

The **Keough School of Global Affairs** is a leading academic institution dedicated to addressing the world's most pressing global challenges through research, teaching, and policy engagement. Home to a diverse community of scholars and practitioners, the school integrates rigorous interdisciplinary scholarship with a strong commitment to human dignity, ethical leadership, and real-world impact.

The **Agricultural Innovation Mechanism for Scale** ([AIM for Scale](#)) is an initiative that works with governments, multilateral development banks, and research partners to scale evidence-based agricultural innovations, with the objective of reaching millions of farmers. It is supported by the Gates Foundation and the United Arab Emirates, and co-hosted by the University of Notre Dame's Keough School of Global Affairs and New York University Abu Dhabi. The secretariat of AIM for Scale is based at the Keough School of Global Affairs.

Position Overview

The Program Manager will manage AIM for Scale's efforts in South East Asia within AIM for Scale's AI Weather & Advisory Services portfolio. Reporting to the AIM for Scale Secretariat Director, this role will coordinate technical assistance efforts, manage country-based teams, and liaise closely with governments and Multilateral Development Banks (MDB).

Key Responsibilities

- Serve as AIM for Scale's primary point of contact for the region's country programs, including relationships with government ministries, meteorological agencies, MDB counterparts, and technical partners.
- Work closely with technical and government partners to co-develop and implement integrated country work plans to generate and deliver weather services to farmers.
- Support government and MDB engagement to connect piloting efforts to larger public or MDB-financed scale pathways.
- Manage and support country-based teams, including frequent travel to each country to support missions, government workshops, and partner convenings.
- Track milestones, budgets, and deliverables against AIM for Scale's regional work plan.



Qualifications

- Master's degree in international development, agricultural economics, public policy, economics, climate science, or a related field.
- 7+ years of experience managing multi-partner development programs, ideally in agriculture, climate services, digital development, or related fields. Prior professional experience in South Asia is strongly preferred.
- Experience working with government institutions and/or multilateral development banks.
- Demonstrated ability to manage complex partnerships involving government, research institutions, implementing organizations, and funders.
- Strong project management skills, including budget tracking, work planning, and milestone-based reporting.
- Excellent written and verbal communication skills; comfortable coordinating across technical, government, donor, and research audiences.
- Ability to travel internationally as required.

Additional Information

Resume and cover letter are required to be considered for this position. Please reach out with expression of interest to ehokoda@aimforscale.org indicating interested position together with your resume.



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Position Overview

The Program Manager, South Asia, will manage AIM for Scale's efforts across South Asia within AIM for Scale's AI Weather & Advisory Services portfolio. Reporting to the AIM for Scale Secretariat Director, this role will coordinate technical assistance efforts, manage country-based teams and partnerships, and liaise closely with governments and Multilateral Development Banks (MDBs).

Key Responsibilities

- Serve as AIM for Scale's primary point of contact for country programs in South Asia, including relationships with government ministries, meteorological agencies, agricultural agencies, MDB counterparts, and technical partners.
- Work closely with technical and government partners to co-develop and implement integrated country work plans for the generation and delivery of weather and agricultural advisory services to farmers.
- Support government and MDB engagement to connect pilot and technical assistance activities to larger public-sector or MDB-financed pathways for scale.



- Manage and support country-based teams and partners, including frequent travel across the region to support technical missions, government workshops, and partner convenings.
- Coordinate across research, technical, implementation, and policy partners to ensure country activities remain aligned with shared objectives and timelines.
- Track milestones, budgets, risks, and deliverables against AIM for Scale's regional work plan and contribute to donor and internal reporting.
- Support the identification and development of new country opportunities and partnerships in South Asia as the portfolio expands.

Qualifications

- Master's degree in international development, agricultural economics, public policy, economics, climate science, or a related field.
- 7+ years of experience managing multi-partner development programs, ideally in agriculture, climate services, digital development, or related fields. Prior professional experience in South Asia is strongly preferred.
- Experience working with government institutions and/or multilateral development banks.
- Demonstrated ability to manage complex partnerships involving government, research institutions, implementing organizations, and funders.
- Strong project management skills, including budget tracking, work planning, and milestone-based reporting.
- Excellent written and verbal communication skills; comfortable coordinating across technical, government, donor, and research audiences.
- Ability to travel internationally as required.

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Program Manager, East Africa

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Position Overview

The Program Manager, East Africa, will manage AIM for Scale's efforts across East Africa within AIM for Scale's AI Weather & Advisory Services portfolio. Reporting to the AIM for Scale Secretariat Director, this role will coordinate technical assistance efforts, manage country-based teams and partnerships, and liaise closely with governments and Multilateral Development Banks (MDBs).

Key Responsibilities

- Serve as AIM for Scale's primary point of contact for country programs in East Africa, including relationships with government ministries, meteorological agencies, agricultural institutions, MDB counterparts, and technical partners.
- Work closely with technical and government partners to co-develop and implement integrated country work plans for the generation and delivery of weather and agricultural advisory services to farmers.
- Support the institutionalization of successful approaches within government systems and connect technical assistance and pilot activities to larger government- or MDB-financed programs.



- Manage and support country-based teams and partners, including frequent travel across the region to support technical missions, government workshops, implementation reviews, and partner convenings.
- Coordinate across research, technical, implementation, and policy partners to ensure country activities remain aligned and implementation challenges are addressed quickly.
- Track milestones, budgets, risks, and deliverables against AIM for Scale's regional work plan and contribute to donor and internal reporting.
- Support the development of new partnerships and opportunities to expand AIM for Scale's portfolio across East Africa.

Qualifications

- Master's degree in international development, agricultural economics, public policy, economics, climate science, or a related field.
- 7+ years of experience managing multi-partner development programs, ideally in agriculture, climate services, digital development, or related fields.
- Experience working with government institutions and/or multilateral development banks.
- Demonstrated experience managing programs or partnerships in Sub-Saharan Africa; East Africa experience is strongly preferred.
- Strong project management skills, including budget tracking, work planning, and milestone-based reporting.
- Excellent written and verbal communication skills; comfortable coordinating across technical, government, donor, and research audiences.
- Ability to travel internationally as required.

Additional Information

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Program Associate

The University of Notre Dame's Keough School of Global Affairs is looking for outstanding candidates for a **Program Associate I** position supporting its AIM for Scale program. This is a remote (U.S based) limited term grant-funded position expected to run through September 30, 2029.

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Position Overview

The Program Associate provides cross-country administrative, coordination, and grant-management support to the AI Weather & Advisory Services portfolio. This role supports the AIM for Scale Secretariat Director and Program Managers across all regions, helping keep action trackers, meetings, travel logistics, and subaward documentation organized, and provides regranting support in close coordination with the Grants and Contracts team. This is an early-to-mid career role well suited to someone who wants broad exposure to international development program operations.

Key Responsibilities

- Maintain shared action trackers, calendars, and decision logs across the portfolio's country programs.
- Organize internal and partner-facing meetings, workshops, and convenings, including scheduling, materials preparation, and note-taking.
- Support regranting and subaward administration tasks (e.g., document collection, tracking due-diligence steps, compiling milestone reports) in coordination with the Grants and Contracts Manager.



- Assist regional Program Managers with country-level data collection, results tracking, and preparation of quarterly progress reports to funders.
- Coordinate travel logistics and country mission planning for Notre Dame-based staff.
- Provide general administrative and operational support to the Program Director and portfolio team.
- Help maintain document organization (e.g., shared drives, budget trackers) across modules and country programs.

Qualifications

- Bachelor's degree required, ideally in international development, public policy, economics, or a related field.
- 1–3 years of relevant work experience in program coordination, grants administration, or nonprofit/donor-funded program support.
- Strong organizational skills and attention to detail; comfortable managing multiple concurrent workstreams.
- Proficiency with standard office and collaboration tools (e.g., Google Workspace, spreadsheets, project trackers).
- Clear written and verbal communication skills.
- Interest in international agricultural development, climate services, or global health/development program operations is a plus.

Additional Information

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