

Program Administrator, Oriental Institute

The National Museum of Afghanistan-Oriental Institute (NMA-OI) Partnership consists of several related multi-year programs and grants sponsored by the U.S. Department of State. This forms part of The Oriental Institute's ongoing commitment to the protection of cultural heritage in Afghanistan and the development of locally sustainable organizational infrastructure for the National Museum and related cultural institutions as the focal point of cultural heritage stewardship in that country.

Based in Chicago, the Program Administrator (PA) will oversee the management of programs, grants, staffing and local partners operating in Kabul, Afghanistan. The Program Administrator will also serve as advisor to PI on all project-related functions including management of program outcomes, budgets, cooperative agreements and preparing financial and program reports as required. The PA will work closely with State Department personnel to ensure timely response to inquiries and submission of quarterly reports. Job responsibilities may require periodic travel to Kabul to meet with program personnel, partners and project stakeholders.

Strong project management skills are required, including experience managing federal grants, preferably related to cultural heritage projects. Archaeology or anthropology background preferred.

For more details and to apply for this position, please go to the University of Chicago's website, <http://jobs.uchicago.edu/> Job posting number: _101588_

Online you will be asked to complete an application, and to upload both a cover letter and resume.

Review of applications will begin on Monday, November 7. Email inquiries can be directed to the <mailto:oi-administration@uchicago.edu>.

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Staff Job seekers in need of a reasonable accommodation to complete the application process should call 773-834-1841 or email <mailto:talentacquisition@uchicago.edu> with their request.