

POSITION DETAILS			
<b>Position Title:</b>	Technical Documentation Advisor I	<b>Office Location:</b>	Watertown, MA, USA
<b>Supervisor Name:</b>		<b>Supervisor Title:</b>	Director, TSU
<b>New or Replacement:</b>	New	<b>Replacement for:</b>	Click here to enter text.
<b>Full or Part-Time:</b>	Full-time	<b>Project End Date:</b>	Click here to enter text.
<b>Candidate Identified:</b>	Click here to enter text.	<b>Date Posted:</b>	Click here to enter text.
JOB DESCRIPTION			
Position Purpose			
<p>The Technical Documentation Advisor I is a member of the Technical Services Unit. Responsible for carrying out the strategic planning, development, and dissemination of insights from Pathfinder's global technical implementation, this position is a support to Pathfinder's 25 country offices and over 80 programs worldwide. Through print and on-line technical publications, the Technical Documentation Advisor analyzes programmatic experience in partnership with country staff, supports programs to identify and document innovations as they arise in the course of implementation, and plays the critical role for Pathfinder of sharing the knowledge and insights from implementation in our countries' diverse technical, epidemiological, and cultural contexts. The primary vision of TSU's technical documentation efforts is to ensure Pathfinder plays a leading and pro-active role in contributing to the advancement of technical practice in global sexual and reproductive health—by joining our programmatic insights, innovations, and challenges with other leading voices in global health.</p> <p>The successful candidate has excellent communication skills, exceptional writing and editing skills, and is familiar with global health programing in resource-poor settings. The Technical Documentation Advisor I must be able to deliver high quality work efficiently under tight timelines, and to successfully manage a large portfolio of work. This position involves significant international travel.</p> <p>Key Responsibilities are discussed below, after the Pathfinder and Technical Service Unit overviews.</p>			
Pathfinder International Overview			
<p>Pathfinder International is dedicated to creating access to and improving the quality of family planning, reproductive health, abortion, and community- and facility-based HIV and AIDS care and services. In partnership with host country governments and nongovernmental organizations, we train facility-based health care providers to improve both the quality and range of their technical and counseling skills. Facility-based services are further improved through provision of equipment and facility renovations. We mobilize communities to advocate for quality services and improve access through trained community-based volunteers. Pathfinder improves youth's access to health care by creating youth-friendly services and training peer educators to promote them. In each project, Pathfinder works with our partners to improve both their management and program implementation capacity. Through all that we do, Pathfinder strives to empower women, men, adolescents, and communities to make choices and create environments conducive to healthy reproductive behaviors.</p>			
Program Overview			
<p>Pathfinder's Technical Services Unit provides guidance and expertise in a variety of technical areas to strengthen Pathfinder field offices and government and NGO partners, who develop and implement Pathfinder projects. These areas of technical expertise include contraception, abortion and post abortion care, maternal and newborn health, HIV/AIDS, adolescent and youth sexual and reproductive health, behavior change, community mobilization, technical documentation and communications, and knowledge management. TSU staff provide overall programmatic direction in their key areas, technical support to field offices, document programmatic activities, and produce curricula and technical tools.</p>			

<b>Key Responsibilities</b> <i>(Describe the major duties and responsibilities of this position in order of importance.)</i>			
<ul style="list-style-type: none"> <li>• Collaborates with Pathfinder's Research and Metrics, Communications and Information Services units to produce high quality, timely technical documentation.</li> <li>• Coordinates activities with the Knowledge Manager to ensure data and materials produced by the team contribute to the repository of Pathfinder knowledge, to be shared with internal and external audiences.</li> <li>• Assesses programmatic strategy, service delivery models, management and implementation innovations, and overall sexual and reproductive health (SRH) interventions for emergent themes and innovations warranting technical documentation;</li> <li>• Supports the development of quality standards for activities related to Pathfinder International's key programmatic areas;</li> <li>• Develops, reviews, adapts, and disseminates reproductive health/family planning (RH/FP) training curricula, training materials, and other documents;</li> <li>• Promotes Pathfinder's SRH programs and best practices;</li> <li>• Disseminates guidelines, standards of practice, protocols and other tools to improve quality of technical practice in clinical and non-clinical settings;</li> <li>• Disseminates best practices at regional and international professional meetings;</li> <li>• Participates in country support team and technical task forces;</li> <li>• Supports cross fertilization and technical capacity building efforts within the organization.</li> </ul>			
<b>Basic Requirements</b> <i>(Describe the experience, knowledge, skills, expertise, education, licenses and/or certifications, and specific computer/technical skills required to successfully perform in the position. <b>Candidates must meet basic requirements to be considered for this job.</b>)</i>			
<ul style="list-style-type: none"> <li>• Bachelor's degree in a related field;</li> <li>• Minimum of five years related public health / family planning or international development-related work experience;</li> <li>• Commitment to the mission, vision and values of Pathfinder International;</li> <li>• Ability to understand quantitative and qualitative research, write clearly, and edit written materials;</li> <li>• Excellent organizational skills with an emphasis on being thorough, detail-oriented, with ability to multi-task and work under tight time-lines;</li> <li>• Ability to work effectively in a highly collaborative team;</li> <li>• Fluent in written and spoken English;</li> <li>• Ability to travel internationally up to 40%;</li> <li>• Excellent computer skills to include proficiency with Microsoft Office products.</li> </ul>			
<b>Preferred Qualifications</b> <i>(Describe any preferred qualifications including additional experience, education or other job related skills.)</i>			
<ul style="list-style-type: none"> <li>• Minimum of two years prior experience studying or working in a developing country or countries;</li> <li>• Familiarity with reproductive health care terminology and population and family planning programs;</li> <li>• Familiarity with InDesign and/or other desktop publishing applications</li> <li>• Familiarity with electronic media production procedures;</li> <li>• Fluency in Spanish, Portuguese, French or other language.</li> </ul>			
Reviewed for Accuracy By:		Date:	
Budget Approved for Recruitment By:		Date:	



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