

Job title	Assistant Programme Operations Manager
Department	Global Health
Location	Nairobi, Kenya
Reporting to	Deputy Team Leader, Operations
Responsible for	N/A
Liaison with	Finance department, Global Health, Business Growth, Project teams, consultants, suppliers and partners
Hours	Full-time
Type of contract	Fixed-term
About Options	
<p>We are a global team of experts and innovators tackling some of the world's most pressing health challenges. We work with leaders and change makers around the globe to bring health strategies to life. We provide ideas, advice and technical know-how that enable our partners to build a path to lasting change.</p> <p>With 30 years' experience in global health, we collaborate with our partners to explore existing evidence, combine expertise, scale up ideas and co-create solutions that accelerate change. This includes collaborating on policy design, managing initiatives, building powerful coalitions and galvanising social movements. Our impact is felt across whole communities, with a focus on women, girls and those who have been marginalised.</p> <p>As part of MSI Reproductive Choices, all our profits go back into supporting MSI's own work making choice possible around the world.</p> <p>We believe in a world where everyone can access the high-quality health services they need, without financial burden.</p>	
Our values	
<p>In line with our mission, we are committed to safeguarding the rights and welfare of our staff, partners, and the clients and communities we serve, and expect our team members to share our values and commitments. We are committed to the following principles:</p> <ul style="list-style-type: none"> • Our expertise delivers sustainable impact. • Our work generates profit with a purpose. • Through growth and learning, we find new ways to solve complex problems. • We act with integrity, always. • We are building a truly equitable workplace. 	
About the programme	

The UK Government (Foreign, Commonwealth and Development Office - FCDO) has a vision of a world free from Female Genital Mutilation/Cutting (FGM/C) by 2030, in line with the SDGs. A programme has been established entitled 'The Girl Generation: Support to the Africa-led movement to end FGM/C' (TGG/ALM) to contribute to global efforts to achieve that vision. Following a co-creation period, programme implementation began in September 2021.

This programme will support and build the capacity of the Africa Led Movement to end FGM/C at multiple levels and at scale, working in partnership with the rest of the FGM/C movement, complementing UN agencies (such as the UNFPA-UNICEF Joint Programme on FGM/C), other alliances (such as Girls not Brides etc.) and grassroots Civil Society Organisations (CSOs), women's and girls' movements, etc.

The programme includes two consortia working in close collaboration in four countries: Kenya, Ethiopia, Senegal, and Somaliland. Options leads a consortium including Amref Health Africa, ActionAid UK, Orchid Project, ACCAF and University of Portsmouth to implement 'The Girl Generation: Support to the Africa Led Movement to End FGM/C'. Population Council is implementing 'The FGM/C DataHub: Data and Measurement Support to the Africa Led Movement to end FGM/C'.

Main purpose of job

As Assistant Programme Operations Manager, you are responsible for supporting the effective and efficient project management and administration of the TGG/ALM programme.

Under the guidance of the Deputy Team Leader for Operations, you will provide project financial and administrative support to enable the appropriate tracking and monitoring of the programme, enabling it to be carried out on time, to budget and within Options' quality standards of delivery.

You will report to the Deputy Team Leader for Operations and will be based in Options' Nairobi office in Kenya. You will liaise with Options UK office and programme implementation country offices and partners. Some international travel might be required.

Note: All levels of position in the organisation assume some degree of responsibility for safeguarding. Your accountabilities will align with the level and scope of the position and appropriate training will be provided.

Main duties

Programme Specific Responsibilities (approximately 80% time)

1. Project Management Support

- Support the Senior Programme Manager, Deputy Team Leader and/or Team Leader to define project tasks and resource requirements.
- Support in developing, implementing and updating project management tools, trackers and systems such as risk matrix, consultant trackers, financial trackers etc.
- Support in developing project workplans and appropriately costing inputs and resources.

- Support the relationship management of partners, including preparation of terms of reference (TORs), contracts and budgets and on-going management of inputs and deliverables.
- Liaise with partners, implementing agencies and other relevant individuals and organisations as required, arranging meetings and other joint functions, and ensuring excellent relations are maintained.
- Support the Senior Programme Manager, Deputy Team Leader and Team Leader to respond to requests from donors / clients, project partners and project staff, by providing accurate and robust information in a timely manner.
- Supporting inputs to and review of project internal and external reports, ensuring that all reports are proof-read, formatting and submitted in a timely manner.
- Ensuring programme administration, travel and logistics management are in place and operating effectively, engaging with other teams as needed.
- Support the operational aspects of delivery on the project as required, including support to project travel and security arrangements.
- Ensure knowledge management on the project by establishing and maintaining project files and undertaking the dissemination of project reports and other information both internally and externally.

2. Financial Management Support

- Support the management of project finances in liaison with finance staff, Senior Programme Manager, Business Accountant, ensuring Options financials procedures and policies are followed.
- Using the appropriate project management tools, monitor project spend, forecasted spend against approved contract and internal budgets. This includes review and tracking of partner spend.
- Ensure timely reconciliation and processing of consultant invoices to ensure costs are accounted for in the correct period.
- Ensure partner and client invoices are submitted and paid on time and to Options quality standards.
- Assist in the preparation of financial reports, internal cash flow and budget projections for internal and external purposes.
- Contribute to the monthly management accounts, annual audit and budgeting process.
- Identify and advise on the best use of project resources, to support excellent value for money, whilst maximising project results.

3. Contracting and contract management support

- Provide support to Senior Programme Manager, Deputy Team Leader or Team Leader in organising and contracting short term consultant inputs in line with organisational procurement policies and procedures, including preparation of TORs, sourcing, negotiating, drafting contract briefing and managing consultants liaising with HR and Legal and Compliance teams as required.
- Support the management of relationships with subcontractors, including tracking of contract budgets and spend and payment of subcontractors invoices.
- Drawing on a strong understanding and knowledge of Options contracting tools, templates and processes, support the contracting and due diligence of Options subcontractors and partners

Cross organisational responsibilities (approximately 20% of time)

4. Project manage smaller assignments

- Project manage smaller assignments as required supporting the Project Lead and under the guidance of the designated senior accountable person in the Programmes Department
- Ensure all aspects of project management are delivered to a high standard in accordance with Options project cycle management and using appropriate programme management tools. This will include support to contracting, financial management, relationship management and any operational aspects of delivery of the project
- Support the Project Lead and other technical colleagues to develop costed workplans and other monitoring tools to track progress against client milestones and outcomes, ensuring the project is delivered within time and to budget
- Support project internal and external reporting and knowledge management. Including ensuring robust systems and processes established to document relevant project data.

5. Support the Business Growth Department

- Work with New Business and Partnerships to support the development of specific proposals, including organisation, programmatic and financial inputs:
 - Support the costing of workplans, including salaries, consultants, operational and activity costs
 - Support programme design, specifically focusing on programme management sections, including input to team management, resourcing, risk management and governance.
 - Support to finalise bid documents such as team biographies, CVs and reviewing and formatting as required
 - Work with the Department of Design and Innovation to contribute where needed to the development and exploration of new initiatives from an operational and financial perspective

6. Other responsibilities

- Contribute to knowledge management within Options including in relation to the Programmes Department Resource Unit, highlighting key developments within programmes that can be communicated and shared.
- In the spirit of teamwork, provide flexible support to colleagues across all Options Departments as required.
- Contribute to the development of team tools/sharing best practice within the team/organisation and with communities of practice as established by the Resource Centre.
- Assist in building and maintaining Options' portfolio of consultants.
- Cover for colleagues in their absence.
- Represent Options and the programme in various forums.

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

Key skills

- Strong financial management skills
- Ability to work on a wide range of projects and other issues simultaneously
- Self-starter, can work independently or as part of a team
- Critical thinking and problem-solving skills
- Ability to plan and manage work in a logical manor
- Excellent communicator both in writing and verbally
- Good negotiation skills
- Flexible attitude to work and ability to work in challenging working environments
- Sensitive to other cultures
- Knowledge of other languages would be highly valuable

Key experience

- Experience in project cycle management including budgeting, project planning, financial and narrative report writing
- Experience of working in international development
- Experience of managing donor-funded budgets
- Experience of contracts and contracting
- Experience of close working relationships with partners and consortia
- Experience of managing complex logistic arrangements within tight timelines and to budget
- Experience of successfully working to tight deadlines

Formal education/qualifications

Degree in relevant subject area

Personal attributes

We recruit talented, dynamic people with diverse backgrounds and experiences, who are focussed on delivering sustainable impact in the countries where we work. We're proud to be an equal opportunities employer and are committed to creating a fully inclusive workplace, where everyone feels able to participate and contribute meaningfully. You must be open-minded, enthusiastic, solutions-oriented and committed to promoting equality across the organisation, and with those that we work with.

For this role, we're looking for an individual who is:

- Organised and process oriented, with an attention to detail and able to prioritise workload.
- Strong communication skills and a team player.
- Ability to analyse complex problems in a structured manner whilst working under pressure.
- Focused on delivery with a 'can do' approach.

- Demonstrates Options' team member behaviours and professional self-development.

Other essential requirements:

- A strong supporter of the cause of family planning and a woman's right to safe abortion (pro-choice).
- Commitment to equal opportunities.
- A commitment to the programmes' and Options' principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights.
- Fluency in written and spoken English.
- Candidates must have the legal right to work in Kenya.
- Ability to travel internationally for up to three weeks at a time.

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

Signed by:	Date:
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Version History (For HR use only)	
Date JD reviewed by HR team member:	23/08/2024