

Job description

Job title	Chief of Party - USAID/Kenya & East Africa Health Systems Strengthening, Governance Activity
Department	Team Lead (Kenya Program Specific)
Location	Nairobi, Kenya
Reporting to	Options Kenya Country Representative
Responsible for	Delivery of USAID/Kenya & East Africa Health Systems Strengthening, Governance Activity
Liaison with	Options Kenya Country Team, Options UK Program Team
Hours	Full time
Type of contract	Fixed Term (5-years)
Organization	
<p>Options Consultancy Services Limited (Options) is a leading global health consultancy that works alongside those who fight to ensure that everyone can access the quality health services they need without financial burden. Established in 1992 as a wholly owned subsidiary of MSI Reproductive Choices, we manage health programs that ensure vulnerable women and children can access the high-quality health services they need. We work with partners to co-create and implement locally informed solutions to complex health problems. This includes governments, development partners, NGOs, civil society and health workers. Our programming is flexible, evidence-based and politically informed. This means we adapt to changing contexts, use data to inform our decisions and ensure our approach is appropriate. Our focus is always on building local skills and systems that last.</p>	
Main purpose of job	
<p>Options is preparing to bid for the anticipated USAID/Kenya & East Africa Health Systems Strengthening (HSS), Governance Activity. Following assessments and analysis in 2020, USAID/Kenya and East Africa redesigned its HSS programming to focus on mobilizing domestic resources and addressing underlying barriers to equitable access to healthcare for all. The 5-year program will work with the MOH and county health ministries to strengthen governance structures, accountability mechanisms and evidence-based health policy development and implementation.</p> <p>The Chief of Party (COP) will be responsible for the overall strategic leadership, managerial oversight and technical direction of the anticipated USAID/Kenya & East Africa Health Systems Strengthening Governance Activity. They lead the implementation team and also serve as the key point of contact for USAID, government, program consortium partners, and other stakeholders. They also coordinate closely with other USG projects and development partners to ensure joined up approaches and complementarity with other health and governance programs. The COP will report to the Country Representative based in Options' Nairobi office and will work closely with Options' management and administrative colleagues. Coordinating the inputs of the team from Options and partners, they will ensure that program objectives, outcomes, and deliverables are met and that financial, operational, and reporting requirements are in compliance with USAID regulations and Options' policies and processes.</p>	

Note: All levels of position in the organization 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

Responsibilities will include:

Strategic leadership and people management

- Provide overall leadership, technical direction, and management oversight to staff and the overall project team including staff, consultants, and consortium partners.
- Plan, direct and coordinate strategic plans, annual and quarterly work plans, and overall management of the program to achieve project objectives in line with USAID regulations and Options' policies.
- Ensure an effective and robust quality assurance process is in place for all outputs and deliverables, ensuring these are produced to a high quality and on time and in accordance with the program's objectives and terms of reference.
- Oversee implementation of robust financial management procedures, due diligence and compliance on the programme in line with USAID regulations and Options policies.
- Implement Options' policies and guidelines on tackling fraud, bribery and corruption and report any suspected cases immediately to the Director of Programs.
- Support the implementation of robust systems for contracting, managing and quality delivery from consultants and other subcontractors while ensuring cost-effective service delivery to the program.
- Lead and manage staff professional development to build their capacity and strengthen competency and professional development. Conduct regular appraisals of the team in line with Options' processes
- Identify, monitor and manage any risks to the program achieving its desired results
- Oversee safeguarding for the program, including policy development and implementation, processes and guidelines for managing allegations, risk management and prevention mechanisms, and promoting a safeguarding culture across the team.

Technical and operational oversight

- Provide overall technical and administrative leadership to the project implementation team, including development of strategies, budgets, work plans, MEL plans and reporting.
- Responsible for meeting contractual obligations, producing deliverables and targets, and achieving project results as specified by USAID.
- Lead planning, monitoring and evaluation of the program, including reviewing the Theory of Change, logframe and other programmatic documents.
- Ensure that program design and implementation are grounded in existing and emerging evidence and that program lessons feed into the wider learning agenda.
- Write and implement a Program Quality Assurance Plan that sets out responsibilities for the quality assurance of all aspects of the program, using Options' Quality Assurance Guide.
- Oversee the implementation of systems for monitoring the implementation of plans to budget, lead corrective action where necessary
- Work closely with the finance and operations team to ensure that the project is implemented in accordance with USAID policies and ensure the project's preparedness for USAID audit.
- Track and report program expenses in line with USAID regulations and Options' financial reporting systems and deadlines and guarantee that funds are available to implement the program as planned.

- Convene and lead annual planning and budgeting exercises to produce a detailed and costed workplan for the following year, liaising with consortium partners, the program management support unit in London and other stakeholders as necessary.
- Manage grant/project budget within approved spending levels and ensure project staff submit accurate and timely financial reports, forecasts and other financial documents.
- Approve expenses within financial authority and delegate authority as allowed.

Relationship management

- Primary point of contact with USAID, consortium implementing partners, MOH and other stakeholders. Maintain strong relationships with external stakeholders, effectively representing the program at external meetings.
- Manage proactive and responsive relationship with USAID in close collaboration with Options staff in Kenya and the UK.
- Establish and maintain strong relationships with consortium partners, ensuring regular communications and performance management
- Coordinate with other health sector programs and implementing organizations to ensure alignment and harmonization with other programming where appropriate.
- Drive external engagement for the programme and act as a thought leader for the programme, bringing learning and knowledge to a broader external audience

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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Person specification

Criteria	Essential	Desirable
Qualifications		
University degree in a relevant subject	✓	
Experience		
Extensive experience providing technical, strategic and program management oversight to major multi-year and multi-partner complex programs in Kenya and/or East Africa as a Chief of Party or Team Leader.	✓	
Demonstrated experience working to strengthen governance and accountability mechanisms in devolved or federated government structures as well as enhancing national local cooperation.	✓	
Strong understanding of the Kenyan health sector including key context and trends relevant to devolution and health systems strengthening. Relevant networks at the county level.	✓	
Strong external liaison and negotiation experience fostering partnerships between Government and other stakeholders, including at county level, and building national and sub-national capacity. Familiarity with government practice and protocol.	✓	
Significant experience and a track record of successful leadership and management of teams based in multiple locations. Previous experience leading a team of highly skilled, multidisciplinary staff to leverage joint management support, and empowering team members to deliver high quality work. Experience managing teams in high-risk environments.	✓	
Demonstrable experience of working with USAID and familiarity with USAID practice and protocol with a proven ability to represent organizations and program with USAID. Significant experience with USAID planning and reporting systems, operations, programming, and structure.	✓	
Experience in managing budgets effectively with oversight on spending while providing regular oversight on issues related to risk and audit	✓	
Experience of risk management and mitigation in a program context.	✓	
Skills and attributes		
Leadership and influencing skills	✓	
Strategic thinking, problem solving and decision-making skills	✓	
Strong financial and risk management skills	✓	

Strong stakeholder engagement and relationship management skills	✓	
Strong administration and organizational skills, good time management	✓	
Excellent verbal and written communication skills, including report writing	✓	
Other requirements		
Commitment to equal opportunities	✓	
Commitment to the program's and Options' principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights.	✓	
Awareness and commitment to diversity, equity and inclusion.	✓	
Fluency in written and spoken English.	✓	