

Job description

Job title	Deputy Team Leader, Operations
Department	Programmes
Location	Nairobi, Kenya
Reporting to	Team Leader
Responsible for	Programme Finance Manager, Programme Manager
Liaison with	Options staff, clients, and partners
Hours	40 hours per week
Type of contract	Full time, fixed term
Organisation	
<p>Options Consultancy Services Limited is a leading global health consultancy established in 1992 as a wholly owned subsidiary of Marie Stopes International. We manage health programmes 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. Our headquarters is based in London, UK with offices in Kenya, Nigeria, Ghana, and Nepal.</p>	
Background	
<p>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 'Support to the Africa-led movement (ALM) to end FGM/C' to contribute to global efforts to achieve that vision. Following a co-creation period, programme implementation began in September 2021.</p> <p>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), Saleema initiative, other alliances (such as Girls not Brides etc.) and grassroots Civil Society Organisations (CSOs), women's and girls' movements, etc.</p> <p>The programme includes two consortia working in close collaboration. Options leads a consortium including Amref Health Africa, ActionAid UK, Orchid Project, ACCAF and University of Portsmouth to implement the 'Support to the Africa Led Movement to End FGM/C. Population Council is implementing 'The FGM/C Data Hub: Data and Measurement Support to the Africa Led Movement to end FGM/C'.</p>	
Main purpose of job	
<p>Based in Nairobi, the Deputy Team Leader, Operations is responsible for the day-to-day management of ALM team to ensure efficient and high-quality programme delivery. The role will work closely with the Team Leader, and the Programme Management and Finance teams in Nairobi and London to oversee the management of HR, programme finances, and contracts and to ensure compliance with Options' policies and</p>	

quality assurance standards. In communication and consultation with the Programme Management and Finance teams, the role is responsible for quality assuring work plans and budgets, financial forecasting and management, strategic support to personnel management, recruitment, contracting, risk management and procurement.

The Deputy Team Leader, Operations reports to and works closely in partnership with the Team Leader. The Team Leader provides the technical and strategic leadership to the programme to ensure the programme delivers high quality results, meeting client expectations as set out in logframe targets and payment deliverables. The Deputy Team Leader, Operations, further supports the Team Leader on the strategic management of the consortium partnership and external facing aspects of the programme, including client relations.

The Deputy Team Leader, Operations is responsible for ensuring the operational aspects are functioning efficiently, with timely and proactive planning and financial management that ensures value for money and the coordinated delivery of activities. The Deputy Team Leader, Operations oversees the management of the ALM Programme Management and Finance teams. In addition, the Deputy Team Leader, Operations is required to support the Team Leader in their main duties (team management; technical; operations and client relations), as needed and mutually agreed.

The Deputy Team Leader, Operations is the senior routine reporting and communications link to the London Senior Programmes Department and Business Accountant and is responsible for ensuring the programme is integrated effectively within Options programme management, HR and finance systems.

Main duties

1. Planning and financial management:

- Convene and lead annual planning/budgeting exercises to produce detailed and costed work-plans, liaising with the programme team, Options staff in London, and other stakeholders as necessary
- Oversee systems for monitoring the implementation of work plans according to budget and support the team to facilitate corrective action.
- Ensure regular reviews of progress against planned implementation
- Quality assure internal and external financial reporting, including invoicing (i.e. client), expenditure tracking, variance analysis and budgeting and forecasting
- Working with the Programme Finance Manager and Business Accountant, oversee preparation for external and internal annual audits
- Provide monthly updates to the Senior Management Team on progress against work-plans and programme budget
- Oversee the programme's budget to ensure that projected margins are achieved, spend is according to forecast and ensure that funds are available to implement the programme
- Oversee and quality assure programme budgeting and forecasting
- Approve team travel and expenses within financial authority
- Oversee the regular updating and management of the programme's risk register.
- Lead the operational implementation of key programme strategies, working closely with the Team Leader, Regional Coordinator, Grants Lead and Safeguarding Officer, including on safeguarding, feasibility and sustainability.
- Work with the MEL Lead and Programme Manager to develop systems and metrics to track costs of services delivered by the programme.

2. Team management:

- Coordinate the activities of the Options ALM team to maximise value and effectiveness
- Line manage direct reports, including fixed routine one-to-one meetings

- Facilitate regular Programme Management and Finance team meetings
- Mentor, coach and support staff to ensure they are motivated and performing. Conduct appraisals of the line reports every six months
- Ensure that the Kenya team management is compliant with Options' Kenya Staff Handbook and Options' policies
- Report performance management concerns to the Team Leader and Assistant Director of Programmes, and agree lines of action
- Oversee local staff recruitment and transition within delegated authorities
- Oversee the effective management of HR systems and documentation within the programme.

3. Compliance with Options and client requirements:

- Ensure that robust systems are used for contracting, managing, and ensuring the quality of deliverables from partners, consultants, and other subcontractors, guaranteeing high quality cost-effective services to the programme
- Ensure due diligence is performed on all recipients of the programme's funds; staff, sub-contractors, and their sub-contractors, control and report on the use of all programme funds, liaising with the Programme Finance Manager.
- Ensure programme delivery is compliant with Options' procurement procedures and represents value for money
- Implement Options' policies and guidelines on fraud, bribery and corruption involving programme funds and report any suspected cases immediately following Options' policies.
- Oversee the roll out and implementation of the programme Standard Operating Procedures (SOP) to all countries and partners in collaboration with Programme Finance Manager, Programme Manager & Assistant Programme Manager

4. Oversight of programme security and office management:

- Ensure operations are compliant with Options' security policies and a functioning security risk reporting system is in place for all countries included in the programme
- Act as the programme's security point and ensure that steps are taken to guarantee that staff, sub-contractors and visitors are safe
- Ensure the Options internal security requirements are adhered to for any team travel to programme countries
- Ensure office and programme assets are secure and insured.
- Support the Programme Management team to set up and deliver fit-for-purpose office operations in our expanded geographies, enabling the programme teams to work effectively within Options' and the programme's systems and processes, and liaising with partners and other stakeholders.

5. Client Relations and Programme Governance

- Support the Team Leader in maintaining effective communications and strong working relationships with the client, government, counterparts, and partners
- Support the Leadership Team to plan, prepare and facilitate consortium-wide and client-related meetings.
- Be the lead point of contact for the client for payment deliverables and strategic matters, in conjunction with the Senior Technical Support and Team Leader.
- Participate in the Senior Management Team and contribute to its effective functioning.
- Support the Team Leader in the identification of potential new partnerships and / or growth opportunities for the programme.

6. Technical

- Support the Team Leader and Senior Technical Support in the strategic development of the programme

- In conjunction with the Team Leader and Programme Manager, identify, monitor and manage any risks to achieving the programme's results and routinely communicate risks to relevant staff.
- Quality assure the programme's Payment by Results mechanism and payment amounts per target.
- Support the Team Leader to monitor the consortium's achievement of programme targets.
- Provide strategic support to quality assure Terms of Reference and job descriptions, ensuring that appropriate contracting mechanisms are used and that the deliverables and payments are appropriate.

7. Liaison with other Options teams

- Regularly liaise with the Assistant Director of Programmes, in addition to participation in monthly Programme Management and Finance team meetings and the ALM Senior Management Team
- Work with the Finance Team on all aspects of financial management and contribute to the monthly management accounts, annual audit and budgeting process and regular budgeting and forecasting.
- Work with the New Business & Partnerships team to support on the development of specific proposals, including operational and financial inputs.
- Contribute to knowledge management within Options.
- In conjunction with the Team Leader, keep Options programmes leadership team informed about the progress of the programmes and potential risks on a regular basis

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		
Post-graduate degree in relevant subject (public health, business or the social sciences) or equivalent work experience	✓	
Experience		
Significant and proven experience working in international development at a senior management level or above for at least five years	✓	
Strong leadership and organisational skills	✓	
Extensive experience in leading the coordination of complex multi-country programmes	✓	
Proven skills in people management	✓	
Proven experience in strategic work planning and managing large, complex, multi-country budgets	✓	
Proven experience in risk management	✓	
Experience of developing and managing consultancy contracts and sub-contracting		✓
Skills in security, due diligence, and quality assurance processes	✓	
Experience in developing and delivering high quality outputs, able to write fluently and accurately in English	✓	
Skills and attributes		
Excellent financial management	✓	
Excellent planning and organising	✓	
Strong decision-making and trouble-shooting	✓	
Good negotiation skills	✓	
Diplomatic and clear communications with staff, stakeholders, and clients	✓	
Other requirements		
Commitment to equal opportunities	✓	
Applicants must have the right to live and to work in Kenya	✓	
Ability to travel locally and internationally as required	✓	

A commitment to the programmes and Options' principles of Safeguarding and Do No Harm	✓	
Knowledge of a spread of international donors, including FCDO	✓	