

<b>Job title</b>	Programme Manager
<b>Department</b>	Programmes
<b>Location</b>	Nairobi, Kenya
<b>Post holder</b>	Vacant
<b>Reporting to</b>	Senior Programme Manager, London, UK
<b>Responsible for</b>	Assistant Programme Manager, Nairobi, Kenya
<b>Liaison with</b>	ALM Programme Team, Finance, Business Development, Technical and Programmes department, Options Pooled Teams in Nairobi, Kenya, client, consortium partners.
<b>Hours</b>	Full time, 40 hours per week
<b>Type of contract</b>	Fixed Term Contract
<b>Organisation</b>	<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.</p>
<b>Programme: ALM/FGM – Support to the Africa-led movement to end Female Genital Mutilation</b>	<p>Female Genital Mutilation (FGM) is a form of violence against girls and women, held in place by social norms. It is generally practised as a matter of social and traditional convention and is interlinked with social acceptance, peer pressure and fear of not having access to particular resources and opportunities.</p> <p>Options as part of a UK government funded consortium has engaged to carry out the Africa-led movement (ALM) to end FGM programme, with the goal of ultimately ending FGM. The consortium’s approach to support the Africa-led movement is girl-centred, recognises the intersecting identities that inform their lives, and aims to empower all girls and women - promoting health, bodily autonomy, and their right to live free from violence.</p> <p>The work on the programme is framed within a learning and adaptive programming approach. Funds flow to participating organisations through a granting mechanism managed by the consortium. Youth and women’s rights organisations are a core success factor in reducing FGM and other forms of violence, yet only a small fraction of gender equality development funding reaches these groups. Grants will help finance both community-based initiatives and the roles that these groups might play in the accelerating and scaling strategy.</p>
<b>Main purpose of job</b>	

As a Programme Manager, you will be responsible for the effective and efficient management of the ALM/FGM programme.

Under the guidance of the Senior Programme Manager and the ALM Team Leader, you will work closely with other Options' Departments and the ALM Programme team to enable the programme to be carried out on time and to budget and within Options' quality standards of delivery.

This will entail: i) playing a coordination role between the ALM/FGM programme teams in Kenya and other countries of operations, and Options' headquarter departments, such as finances, human resources, legal and compliance, technical teams and the programme management team, ii) working with consortium partners and various external stakeholders, and iii) ensuring that workplans, budgets, reports and contracts are completed following Options and the client's requirements, at high quality and on time.

You will report to the Senior Programme Manager, work closely with the ALM Team Leader, and will be based in the ALM/FGM Programme office in Nairobi, Kenya. This position may include some regional and international travel.

## **Main duties**

### **Programme Management**

- Under the leadership of the Team Leader, contribute to the strategic planning and monitoring of the programme, resolving issues and initiating corrective action as appropriate.
- Track programme deliverables, ensuring they follow due quality assurance mechanisms, are delivered on time and within budget, and in accordance with the programme strategic plan.
- Support the programme workplanning process, consolidate workplans and budgets from various programme partners for submission to clients;
- Under the direction of the Team Leader, maintain and manage an assessment of risks to the programme's successful outcome
- Appropriately escalate risks to senior members of the programmes department, in relation with, but not limited to, quality delivery, financial, security and safeguarding.
- Liaise with clients, consortium partners, implementing agencies and relevant individuals and organisations as required to develop and maintain excellent relationships.
- Support the Team Leader on organisational reporting requirements, keeping the senior management team informed about the progress of the programmes and potential risks on a regular basis (through but not only limited to contributions to monthly reports for the Programme Delivery Group).
- Under the direction of the Team Leader and Senior Operations Manager, support the implementation and management of the grant scheme of the programme.
- Provide overall support to consortium management, working closely with the Team Leader, Senior Operations Manager and country teams to align technical and operational needs;
- Support and facilitate effective communication, cooperation and ways of working among country teams, partners, subcontractors and colleagues.
- Liaise with the Options Kenya Finance and Administration team to ensure smooth programme administration, travel and logistics at the national and international level;
- Take line management responsibility (Assistant Programme Manager or Programme Assistant) as required.

### **Financial Management**

- Contribute to the internal and external financial reporting requirements, consolidate financial reports from partners for submission to the client, manage invoicing from/to clients and partners.
- Manage the programme budget, monitor expenditures and costs against milestones as the project progresses.
- Undertake and support financial variance analysis, contributing to discussions around programme performance and cost-effectiveness of interventions;

- Work with the Kenya and London Finance Teams on all aspects of financial management related to the ALM/FGM programme and assignments, and contribute to the monthly management accounts, annual audit and budgeting process, and regular budgeting and forecasting.
- Actively engage with the Kenya Finance team to ensure project financial processes dovetail with organisational and Kenya financial processes.
- Responsible (under the accountability of the Team Leader) for ensuring commercial targets are met on the programme.

### **Contract Management**

- Lead on the liaison the Legal and HR departments on all aspects of partners, suppliers and human resources' compliance, contracting and management;
- Organise short term consultant inputs in line with organisational procurement policies and procedures, including preparation of TORs, sourcing, negotiating, drafting contracts, briefing, and managing consultants, liaising with and including HR and Legal and Compliance teams as required;
- Under the oversight of senior members of the Programmes Department and Team Leader, and in liaison with the Legal and Compliance Team, manage relationships with subcontractors in line with organisational procurement policies and procedures, including preparation of TORs, contracts and budgets and ongoing management of their inputs and deliverables.
- In liaison with the Legal and Compliance Team, support due diligence of consultants and sub-contracts.
- Working closely with the Human Resources department, ensure contractual arrangements with long term project staff are in place.
- Manage the commercial aspects of all contracts in place related to the programme.
- Ensure compliance with the terms of the head contract.

### **Support business development**

- Work with the Team Leader, Country Representative and New Business and Partnerships Team to support the development of specific proposals, including technical and financial inputs. This includes:
- Support pre-positioning on opportunities as required including, but not limited to, engaging with potential partners; developing early budgets; inputting to design of operational set up and early technical design
- Support the development of specific proposals whether we are a sub or a prime which may include:
  - Support to team design, including review / assessment of existing programme staff for new programme and support to recruitment process (for bids in current presence countries). Identification and recruitment of appropriate long and short term personnel as needed, negotiate inputs and fee rates;
  - Support to development of proposal budget, including salary benchmarking, development of unit costs, costing of operations (office setup, vehicles, security, etc.) and development of costed workplan (to be agreed on a case-by-case basis)
  - Development of specific sections of Technical and Commercial proposals as required, e.g. particularly in Programme Management section (e.g. programme governance, risk management) and development of proposed milestone payment schedule
  - support to developing operational strategies / approaches in proposals
  - Coordinating inputs to proposals from other team members and/or external consultants;
  - Contribute to development of programme management and governance arrangements, including consortium management, programme management, operational set up in country. Draft relevant sections of the bid as required.
  - Carrying out desk research in subject matters that are relevant for the content of proposals;
  - Writing and editing sections of proposals as designated by the lead bid writer;
  - Supervising and supporting the New Business and Partnerships Department in the preparation of bidding documents (e.g. formatting CVs etc.);
  - Contributing to the internal reviews of draft proposals in order to maximise its potential to win.

### **Other responsibilities**

- Regardless of level of position in the organisation, all roles assume a level of responsibility for safeguarding. Accountabilities will align with the level and scope of the position and appropriate training will be provided.
- Contribute to knowledge management within Options, highlighting key developments within programmes that can be communicated and shared.
- In the spirit of teamwork, provide flexible support to colleagues across all Options teams and the ALM programme as required.
- Contribute to the development of programme tools/sharing best practice within the team/organisation.
- Assist in building and maintaining Options' portfolio of consultants.
- Represent Options and the programme in various fora as needed.
- Taking minutes of various programme meetings.
- Cover for colleagues in their absence.
- Work with the Business Development team, based in the UK, to support on the development of specific proposals, including technical and financial inputs, as required.

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:**

## Person specification

Criteria	Essential	Desirable
<b>Qualifications</b>		
Postgraduate degree in relevant subject area or equivalent professional experience	✓	
<b>Experience</b>		
Significant experience of working in international development at Programme Management level	✓	
Extensive experience of the development and implementation of programmes	✓	
Experience in people management and management of teams		✓
Experience in distance management of relations between a head office and an internationally based team	✓	
Experience of managing large, complex donor-funded budgets	✓	
Experience in strategic planning		✓
Experience working in developing countries	✓	
Experience of close working relationships with partners and consortia	✓	
Experience of contracts and contracting	✓	
Experience of networking to build successful relationships with potential clients, collaborators and consultants		✓
Experience in fundraising/business development		✓
<b>Skills and attributes</b>		
Excellent 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 highly organised way	✓	
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 a spread of international donors, including FCDO	✓	

Knowledge of gender, social norms change, programming related to working towards eliminating harmful social norms.		✓
<b>Other requirements</b>		
Commitment to equal opportunities	✓	
Fluency in written and spoken English	✓	
Fluency in written and spoken French		✓
Applicants must have the right to live and to work in Kenya	✓	
Ability to travel locally and internationally as required	✓	
A commitment to the programme's and Options' principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights (pro-choice)	✓	