



<b>Job title</b>	Programme Officer
<b>Programme</b>	Ghana Somubi Dwumadie (Ghana Participation Programme)
<b>Location</b>	Accra, Ghana
<b>Reporting to</b>	Programme Manager
<b>Responsible for</b>	N/A
<b>Liaison with</b>	Programme staff, Consortium Partners, Wider Options' based London teams, External Stakeholders
<b>Hours</b>	40 hours per week
<b>Annual Salary</b>	90,000 GHC -110,000 GHC depending on experience.
<b>Type of contract</b>	Full time, Fixed Term Contract (until 31 <sup>st</sup> March 2024)
<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. Our headquarters is based in London, UK with offices in Ghana, Kenya, Nigeria and Nepal.</p>	
<b>Programme: Ghana Somubi Dwumadie (Ghana Participation Programme),</b>	
<p>UK Aid is at the forefront of the UK's efforts to reduce poverty in Ghana. UK Aid programmes in Ghana currently focus on economic development, governance and human development. As Ghana moves towards self-reliance and UK Aid shifts its approach to supporting economic transformation and institutional strengthening, this programme will support the Government of Ghana to ensure the poorest and most vulnerable are not left behind.</p> <p>The overarching objective of the Programme is to support people with disabilities, including mental health disabilities, neurological and substance use conditions (MNS) to improve their health and wellbeing and ensure they are engaged, empowered and able to enjoy improved social and economic outcomes and rights. The four key outputs of the</p>	

Programme include:

- Stronger policy, leadership, resources and governance systems that respect the rights of people with disabilities, including people with mental health disabilities
- Scaled-up quality, integrated, disability inclusive community-based and recovery oriented mental health and social services
- Reduction in negative and discriminatory attitudes, behaviours and norms against people with disabilities, including mental health disabilities
- Evidence generated to inform policy, practice and enabling environment

### **Main purpose of job**

The Programme Officer is to be based in Accra, Ghana and will work closely with the Team Leader, Programme Manager and other staff in the programme to provide support in key programmatic areas as requested.

In supporting the management of the programme, this position will have a close working relationship with the Programme Manager to ensure high quality financial management of the programme. Liaison and support is provided by the Options Programme Management & Finance Teams in London.

The position holder is responsible for supporting the programme staff to ensure that the programme is implemented efficiently and effectively, with responsibilities in the three core areas of operations, finance and administration.

The role plays an important in-country management and office administration support function for the programme. This ensures appropriate communication and coordination with the Programme Manager based in Accra, Ghana and the wider Programme team, based in London.

### **Main duties**

#### **Operations, Finance and Administration**

Overall programme management of the programme will be led by the Programme Manager. The Programme officer will have responsibility for supporting the day to day programme management, financial and administration of the Ghana Somubi Dwumadie Programme. Specifically, this role would support the programme in:

#### **1. Managing Programme Office**

- Scouting and identifying a long-term office space, under proper procurement standards and Options' procurement policies, whilst engaging the Team Leader, Programme Manager and Senior Programme Manager based in London as appropriate;
- Leading the Asset Management of the programme including procuring all required office equipment, furniture and other necessities in programme office setup and implementation and adhering to relevant processes and policies. In

addition this includes monitoring programme assets that are placed with implementing partners and maintaining the Asset Register for UK Aid scrutiny;

- Ensuring that the appropriate support is given by the hosting Finance Manager;
- Transport management, including negotiating car hire and management of the booking of programme vehicles as required according to safety and value for money principles;
- Being the first point of call for staff welfare issues, referring issues to the Programme Manager and Team Leader as required and following up appropriately;
- Ensure all office equipment and supplies are well stocked, available and in good condition;
- Ensure that effective storage systems are adhered to
- Responsible for the setting up, oversight and management of general maintenance and vendor service contracts for the office;
- Manage the projects' relationship with a designated IT support provider and ensure continuous internet accessibility in the office.

## **2. Coordinating Operations and Logistics**

- Supporting the Programme workstream leads to manage the day-to-day logistics and administration of the programme, including for all programme activities;
- Organising national and sub-national meetings, including preparatory budget, ensuring supplier payments, acting as rapporteur where needed
- Arrange for necessary visas permit requests (via partner organisation) and travel for staff and (national and international) consultants
- Support logistical needs of the projects i.e. flights and hotels bookings for consultants and project staff
- Reviewing workplans and budgets to ensure necessary logistical and financial management arrangements are in place for programme implementation on the part of the programme team and implementing partners, whilst upholding value for money;
- Consolidating weekly and monthly activity plans from all workstreams for sharing with the financial hosting office;
- Organising the procurement of vehicles, equipment and supplies in support of Ghana office and partner programmes, as well as related insurance coverage;
- Supporting all recruitment arrangements, including preparation of, and contribution to, interviews (where relevant);
- Support programme branding and marketing in line with donor requirements, under the direction of the Communications Manager;
- Support the relationship management of partners, including preparation of TORs, contracts and budgets and on-going management of inputs and deliverables.

## **3. Financial Management**

- Support the Programme Manager to review, process and provide financial support to subcontractor and supplier invoices. The role will be responsible for sending invoices and forwarding to the financial host or London office for approval as Options policies and process.

- Preparation of the Options' monthly management accounts under the supervision of the Programme Manager
- Reviewing consultant timesheets and processing consultant invoices
- Development and management of programme budgets for workstream activities for forwarding to the Programme Manager;
- Coordinating and assisting in monthly programme forecasts to the Programme Manager in order to support advance funding from London through the host office for programme implementation; inputs into annual budgets and forecasts for Options and consortium partners as required;
- Ensuring activities are properly coded in line with the workplan and updating the actual expenditure by activity code on a monthly basis, for submission and review to Programme Manager;
- Assist in the preparation of programme financial reports and budget projections for internal and external purposes, in liaison with Programme Manager / London Finance team;

#### **4. Support to the Programme Management team**

- Using our agreed templates producing contracts for national staff and short term consultants as required
- Contributing to the establishment of new and improved project management processes, policies and procedures
- Working in conjunction with the Legal and Business Affairs Advisor on the construction of subcontracts for partners and host agencies as required
- Ongoing contract and relationship management (subcontract, staff and consultants), coordination and alignment of contract and country budgets,
- To support senior programme staff on identifying the need for remedial action where there are risks to the delivery of agreed outputs and objectives
- Maintaining Human Resources and subcontractor contract files and financial trackers
- To support the Programme Management team in documenting information and knowledge on all assignments. This includes documenting best practices and lessons learned and the dissemination both internally within Options staff and for external audiences.
- To support the development of organisational materials
- Support the Team Leader as required, including coordinating meetings across the team and wider consortium and partners/stakeholders

Options is an equal opportunities employer and encourages candidates of all backgrounds to apply, including under-represented groups, specifically women and people with disabilities

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>		
An BSc or relevant qualification or related comparable experience in a relevant field.	✓	
<b>Experience</b>		
Ability to confidentially maintain staff and consultants' human resources file and data protection.	✓	
Minimum of three years' experience in a similar role of which one year would have been providing similar support to a health, disability and/or mental health programme	✓	
Experience in budgeting, project planning, financial and supporting narrative report writing.		✓
Experience of managing donor-funded budgets		✓
Demonstrable experience of managing complex logistics arrangements and supporting operations aspect for programmes, including local, regional and international travel	✓	
Experience of building strong relationships with stakeholders		✓
Experience of successfully working to tight deadlines	✓	
Experience in distance management of relations between a head office and an internationally-based team		✓
<b>Skills and attributes</b>		
Strong financial management skills	✓	
Self-starter, can work independently or as part of a team	✓	
Critical thinking and problem-solving skills	✓	
Excellent skills in communication, written and verbal	✓	

Proven ability to network and manage relationships with partners, consultants and technical resource persons		✓
Flexible attitude to work and ability to work in challenging working environments	✓	
Sensitive to other cultures	✓	
Knowledge of a spread of international donors, including UK Aid		✓
<b>Other requirements</b>		
Commitment to equal opportunities	✓	
Fluency in English (spoken, written, reading)	✓	
Fluency in at least one national Ghanaian language (spoken, written, and reading)		✓