



<b>Job title</b>	Assistant Programme Manager
<b>Department</b>	Programme Management
<b>Location</b>	Nairobi, Kenya
<b>Post holder</b>	
<b>Reporting to</b>	Programme Manager
<b>Responsible for</b>	N/A
<b>Liaison with</b>	Finance, Business Development, Technical and Overseas Teams
<b>Hours</b>	Full time, 40 hours per week
<b>Type of contract</b>	Fixed term (1 <sup>st</sup> May 2022 – 30 <sup>th</sup> April 2024)
<b>Organisation</b>	
<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 mission of children by choice, not chance.</p> <p>We believe in a world where everyone can access the high-quality health services they need, without financial burden.</p>	
<b>Main purpose of job</b>	
<p>As Assistant Programme Manager you are responsible for supporting the effective and efficient project management and administration of a range of long-term technical assistance and short-term consultancy assignments for a variety of clients. For some of these, a Programme Manager will also be assigned who will have an overview role on the assignment.</p> <p>You will provide financial and administrative support to Programme Managers to ensure long-term projects/programmes are undertaken efficiently and effectively.</p> <p>You will work closely with other Options' Team members to ensure that all work is carried out to high standards and to support the development of the organisation as a whole.</p> <p>You will report to a member of the Programme Management team and will be based in Options' offices in central London with opportunity for some overseas travel.</p>	

## Main duties

### Main Responsibilities:

#### 1. Programme Management Support

##### Support to In-Country Team

- Organise all project start-up to ensure that long-term project staff are in post on time;
- Support the Programme Manager and/or Team Leader and in-country team to define project tasks and resource requirements, including developing project workplans and supporting the design and implementation of effective technical assistance strategies;

##### Relationship Management

- Management of key programme activities and events, including oversight of coordination
- Support the relationship management of partners, including preparation of 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 Programme Manager to respond to requests from donors / clients, project partners and project staff, by providing accurate and robust information in a timely manner

##### Support to TA

- Provide on-going support to any expatriate and local long-term staff as required;
- Organise short-term consultant inputs including preparation of TORs, sourcing, briefing, contracting and managing consultants and in-house technical advisers;

##### Knowledge Management

- Input into programme reports, for sign-off by the Programme Manager
- Input into an assessment of risks to the programme's successful outcome and update security briefings for sign-off from the Programme Manager;
- Provide overall support, and contribute to the development and improvement of internal project management systems and procedures, where required;
- 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;

##### Administration

- Ensure all necessary administration is undertaken or delegated appropriately;
- Ensure that all reports are proof-read, formatted and submitted in a timely manner;
- Quality assurance of programme or organisational outputs to a high standard.
- Manage logistics/administration of contracts e.g. payroll, in-country logistics provider;
- Undertake project management visits, as required.

#### 2. Project Finance

- Manage project finances, in liaison with local finance staff / Programme Manager / Finance Manager, ensuring client and Options financial procedures and policies are followed (including exchange rates and reporting) by project office and partner organisations;
- Monitor, in collaboration with local finance staff / Programme Manager / Finance Manager, project and partner expenditure against approved budgets and ensure invoicing is on time and in line with agreed reporting;
- Ensure timely reconciliation and processing of consultant invoices to ensure costs are accounted for in the correct period;
- Assist in the preparation of programme financial reports, internal cash flow and budget projections for internal and external purposes, in liaison with Programme Manager / Finance Manager;

- Contribute to the monthly management accounts, annual audit and budgeting process, by working with local finance staff and the Finance Team on financial management related to overseas programmes and assignments;
- Ensure invoices are raised for submission to the client in a timely manner and track the payment of such invoices;
- Identifying the best use of programme budgets, including the most effective allocation of funds.

**3. 'Cross departmental' Tasks**

- Work effectively with the Finance, Technical and Business Development teams;
- Work with the Business Development team to support on the development of specific proposals, including technical and financial inputs;
- Keep up to date with developments regarding the project and keep Options' team informed as required;
- Contribute to knowledge management within Options, highlighting key developments within programmes that can be communicated and shared;
- Support the strategic planning for both the Programme Management Team and in wider strategic planning discussions within Options when they occur;
- Contribute to the development of team tools / sharing best practice within the team / organisation.
- Cover for colleagues in their absence.

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.

<b>Signed by:</b>	<b>Date:</b>
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## Person specification

Criteria	Essential	Desirable
<b>Qualifications</b>		
Degree in relevant subject area	✓	
Masters in relevant subject area		✓
<b>Experience</b>		
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 partner organisations	✓	
Experience of managing complex logistics arrangements for international programmes	✓	
Experience in distance management of relations between a head office and an internationally-based team		✓
Experience with working in developing countries		✓
Experience of building strong relationships with stakeholders		✓
Experience in fundraising / business development		✓
Experience of successfully working to tight deadlines	✓	
<b>Skills and attributes</b>		
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 a spread of international donors, including DFID		✓

Knowledge of the Health sector and international development issues		✓
Knowledge of one or more of the following: SRH, MNCH, Health Sector Strengthening, HIV/AIDS, Gender Based Violence, health financing, and WASH		✓
Knowledge of other languages would be highly valuable		✓
<b>Other requirements</b>		
Pro-choice	✓	
Commitment to equal opportunities	✓	
A commitment to the programme's and Options' principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights	✓	
Fluency in written and spoken English	✓	