

<b>Job title</b>	<b>Programme Manager - USAID Health Systems Leadership – Health Sector Governance and Strategic Partnerships programme.</b>
<b>Department</b>	Programmes
<b>Location</b>	Nairobi, Kenya
<b>Post holder</b>	Vacant
<b>Reporting to</b>	Country Representative
<b>Responsible for</b>	TBC
<b>Liaison with</b>	Deputy Chief of Party, Project Team, Finance Department, Technical Department, Programmes Resource Unit, clients, consortium partners
<b>Hours</b>	Full time, 40 hours per week
<b>Type of contract</b>	Fixed Term – 5 years
<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>	

The Programme Manager is responsible for the effective and efficient project management of the USAID Health Systems Leadership – Health Sector Governance and Strategic Partnerships programme.

The role will work closely with the Deputy Chief of Party in planning and implementing the programme. As a key member of the programme, you will also work closely with a range of teams to enable effective programming including work planning, contract management, risk identification, financial forecasting and tracking of programme budgets. You will work closely with Programmes, Technical and Finance teams in Kenya and the UK to ensure quality standards are met and maintained on the programme.

You will report to the Country Representative, and will be based in Options' offices in Nairobi, with some overseas and national travel.

*Note: All levels of position in the organisation 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

### 1. Project Management

Manage the USAID Health Systems Leadership – Health Sector Governance and Strategic Partnerships programme, all donor and prime contractor guidelines are adhered to. This includes:

- Contributing to the strategic planning and monitoring of the programme, resolving issues and initiating corrective action as appropriate.
- Tracking project deliverables and work with other Options departments to ensure they meet appropriate levels of quality, are on time and within budget, in accordance with the project plan. This includes tracking of resources assigned to the programme that may include consultants.
- Maintaining and managing an assessment of risks to the programme's successful outcome.
- Appropriately escalating risks, including, but not limited to quality delivery, financial, security and safeguarding risks, to senior members of the programmes department.
- Liaising with the prime contractor, and USAID if required, and other relevant individuals and organisations ensuring excellent relations are maintained.
- Supporting the Deputy Chief of Party in organisational reporting including support to producing monthly programme delivery reports for Programme Delivery Group meetings
- Supporting the Deputy Chief of Party to define project tasks and resource requirements, including developing project work plans and supporting the design and implementation of effective technical assistance strategies.
- Keep the senior management team informed about the progress of the programmes and potential risks on a regular basis
- Ensuring programme administration, travel and logistics management are in place and operating effectively, engaging with management services and the Kenya pooled team.
- Managing and support effective communication and cooperation across the programme
- Support the operational aspects of delivery the project as required.

### 2. Financial Management

- Development and management of project budgets (internal and client facing), Lead on programme specific re-budgeting and forecasting processes.
- Internal and external financial reporting, including invoicing and expenditure tracking and variance analysis, monitoring the expenditures and costs against delivered and realised milestones as the projects progress.
- Work with the UK Finance Team on all aspects of financial management related to long- and short-term programmes, and contribute to the monthly management accounts, annual audit and budgeting process, and regular budgeting and re-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 Deputy Chief of Party and Country Representative) for ensuring commercial targets are met on the project.

### **3. Contracting and contract management**

- Organising 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
- Managing 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. Engaging with legal and compliance and other teams as needed.
- Work with HR and Legal and Compliance teams to ensure that the correct contractual arrangements are in place with long-term project staff
- Managing the commercial aspects of contracts.
- Ensuring compliance with the terms of the head contract
- In liaison with the Legal and Compliance team, support due diligence of consultants and sub-contracts

### **4. Support business development and external engagement**

Work with the Country Representative in identifying new business and external engagement opportunities to showcase Options and the work we are doing in Kenya. Where necessary represent Options at external meetings and conferences related to the programme and beyond.

### **5. Other responsibilities**

- 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 Departments as required.
- Contribute to the development of team tools/sharing best practice within the team/organisation.
- Assist in building and maintaining Options' portfolio of consultants.
- Cover for colleagues in their absence.
- Take online management responsibility as required.
- Represent Options and the programmes in various fora.

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:**



**Kenneth Macharia  
Country Representative**

**Date: 19<sup>th</sup> July 2022**

## Person specification

Criteria	Essential	Desirable
<b>Qualifications</b>		
Undergraduate degree and/or Masters in relevant subject area or equivalent professional experience	✓	
<b>Experience</b>		
Substantial experience in the management and delivery of USAID programmes and contracts	✓	
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 resource constrained settings and low- and middle-income countries	✓	
Experience of close working relationships with partners and consortia	✓	
Experience of contracts and contracting	✓	
Experience in delivering and managing commercial contracts		✓
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	✓	

Strong ability to work with internal and consortium teams in a collaborative and effective way	✓	
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, USAID, CIFF, BMGF etc.	✓	
Knowledge of the Health sector and international development issues, with particular knowledge in one of the following areas: health systems strengthening, health financing, advocacy and accountability, gender, prevention of violence against women and girls, maternal, new born child and adolescent health, sexual and reproductive health and rights, or social norms change.		✓
<b>Other requirements</b>		
Commitment to equal opportunities	✓	
Fluency in written and spoken English	✓	
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	✓	
Applicants must have the right to live and to work in Kenya	✓	

Ability to travel internationally for up to three weeks at a time.	✓	