

Job description

Job title	Chief of Party – USAID Strengthening Integrated Health Services Activity (SIHSA) Sierra Leone
Location	Freetown, Sierra Leone
Reporting to	Options Director of Global Health
Responsible for	Delivery of USAID Strengthening Integrated Health Services Activity and Project Delivery Team
Hours	Full time
Type of contract	Fixed Term, 5 years with possibility of extension
Organization	
<p>Options Consultancy Services Limited (Options) is a global team of experts and innovators with corporate offices in the United Kingdom, Nigeria, Kenya, and Nepal tackling some of the world's most pressing health challenges with client-funded project activities in over 50 countries worldwide. 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>Gender equality and social change are at the forefront of our work. 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>	
Our Values	
<p>In line with our mission, we are committed to safeguarding the rights and welfare of our staff, partners, and the clients and communities we serve, and expect our team members to share our values and commitments. We are committed to the following principles:</p> <ul style="list-style-type: none"> • Our expertise delivers sustainable impact 	

- Our work generates profit with a purpose
- Through growth and learning, we find new ways to solve complex problems
- We act with integrity, always
- We are building a truly equitable workplace

About the USAID Strengthening Integrated Health Services Activity

The 5-year Strengthening Integrated Health Services Activity (SIHSA)'s goal is to contribute to the Government of Sierra Leone's overarching goal of improving the health of adolescents, pregnant and postpartum women, and children less than five years old.

SIHSA's objectives are:

- 1) Improve the quality of family planning, maternal newborn child and adolescent health, and malaria services sustainably.
- 2) Promote adoption of crucial health behaviors.
- 3) Strengthen the stewardship and governance of the Ministry of Health and Sanitation, both at central and district levels, so it is better prepared to plan, budget, allocate resources and monitor health programs.

SIHSA seeks to promote the integration of health services, including malaria services, to rapidly scale-up evidence-based interventions to address preventable causes of maternal, newborn, child, and adolescent morbidities and mortality.

SIHSA seeks to demonstrate innovative models to catalyze community-driven solutions and show models to promote private sector engagement. SIHSA seeks to build upon past and current U.S Government (USG) investments and leverage other development partner investments for improved health, including the World Bank, FCDO, and Global Fund investments.

Main purpose of job

The Chief of Party (COP) will be responsible for the overall strategic leadership, managerial oversight and technical direction of the anticipated USAID Strengthening Integrated Health Services Activity. They will lead the implementation team and serve as the key point of contact for USAID, government, project consortium partners, and other stakeholders. They will coordinate closely with other USG projects and development partners to ensure joined up approaches and complementarity with other health and governance projects. The COP is accountable for high quality delivery of the project within budget parameters. The post holder draws support from Options' global management services. The role reports to Options' Director of Global Health based in Options' London office. Coordinating the inputs of the team from Options and partners, they will ensure that project objectives, outcomes, and deliverables are met and that financial, operational, and reporting requirements are in compliance with USAID regulations and Options' policies and processes.

Note: All levels of position in the organization 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

Responsibilities will include:

Strategic leadership and people management

- Provide overall leadership, technical direction, and management oversight to staff and the overall project team including staff, consultants, and consortium partners.
- Plan, direct and coordination strategic plans, annual and quarterly work plans, and overall management of the project to achieve project objectives in line with USAID regulations and Options' policies.
- Ensure an effective and robust quality assurance process is in place for all outputs and deliverables, ensuring these are produced to a high quality and on time and in accordance with the project's objectives and terms of reference.
- Oversee implementation of robust financial management procedures, due diligence and compliance on the project in line with USAID regulations and Options policies.
- Implement Options' policies and guidelines on tackling fraud, bribery and corruption and report any suspected cases immediately to the Director of Global Health.
- Support the implementation of robust systems for contracting, managing and quality delivery from consultants and other subcontractors while ensuring cost-effective service delivery to the project.
- Lead and manage staff professional development to build their capacity and strengthen competency and professional development. Conduct regular appraisals of the team in line with Options' processes.
- Identify, monitor and manage any risks to the project achieving its desired results.
- Oversee safeguarding for the project, including policy development and implementation, processes and guidelines for managing allegations, risk management and prevention mechanisms, and promoting a safeguarding culture across the team.

Technical and operational oversight

- Provide overall technical and administrative leadership to the project implementation team, including development of strategies, budgets, work plans, MEL plans and reporting.
- Responsible for meeting contractual obligations, producing deliverables and targets, and achieving project results as specified by USAID.
- Lead planning, monitoring and evaluation of the project, including reviewing the Theory of Change, logframe and other programmatic documents and overseeing the implementation of monitoring systems.

- Ensure that project design and implementation are grounded in existing and emerging evidence and that project lessons feed into the wider learning agenda.
- Write and implement a Program Quality Assurance Plan that sets out responsibilities for the quality assurance of all aspects of the project, using Options' Quality Assurance Guide.
- Oversee responses to donor reporting, including periodic technical and financial reports specified in the award to ensure high-quality and timely deliverables.
- Work closely with the finance and operations team to ensure that the project is implemented in accordance with USAID policies and ensure the project's preparedness for USAID audit.

Relationship management

- Primary point of contact with USAID, consortium implementing partners, Ministry of Health and Sanitation (MoHS) and other stakeholders. Maintain strong relationships with external stakeholders, effectively representing the project at external meetings.
- Manage proactive and responsive relationship with USAID in close collaboration with Options staff in Sierra Leone and the UK.
- Establish and maintain strong relationships with consortium partners, ensuring regular communications and performance management.
- Coordinate with other health sector projects and implementing organizations to ensure alignment and harmonization with other programming where appropriate.
- Drive external engagement for the project and act as a thought leader for the project, bringing learning and knowledge to a broader external audience.
- Ensure visibility of project results, achievements, and lessons learned through presentations at conferences and workshops and/or by publishing articles through professional journals.

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		
University degree in a relevant subject	✓	
Experience		
Extensive experience providing technical, strategic and project management oversight to multi-year, multi-partner and complex projects in Sierra Leone and/or West Africa as a Chief of Party or Team Leader.	✓	
Demonstrated experience working to strengthen governance and accountability mechanisms as well as enhancing national local cooperation.	✓	
Strong understanding of Sierra Leone’s health sector including key context and trends relevant to health systems strengthening. Relevant networks at the district level.	✓	
Strong external liaison and negotiation experience fostering partnerships between Government and other stakeholders, including at district level, and building national and sub-national capacity. Familiarity with government practice and protocol.	✓	
Significant experience and a track record of successful leadership and management of teams based in multiple locations. Previous experience leading a team of highly skilled, multidisciplinary staff to leverage joint management support, and empowering team members to deliver high quality work. Experience managing teams in high-risk environments.	✓	
Demonstrable experience of working with USAID and familiarity with USAID practice and protocol with a proven ability to represent organizations and project with USAID. Significant experience with USAID planning and reporting systems, operations, programming, and structure.	✓	
Experience in managing sizable budgets effectively with oversight on spending while providing regular oversight on issues related to risk and audit.	✓	

Experience of risk management and mitigation in a project context.	✓	
Skills and attributes		
Leadership and influencing skills	✓	
Strategic thinking, problem solving and decision-making skills	✓	
Strong financial and risk management skills	✓	
Strong stakeholder engagement and relationship management skills	✓	
Strong administration and organizational skills, good time management	✓	
Excellent verbal and written communication skills, including report writing	✓	
Other requirements		
Commitment to equal opportunities	✓	
Commitment to the project's and Options' principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights.	✓	
Awareness and commitment to diversity, equity and inclusion.	✓	
Fluency in written and spoken English.	✓	
Fluency in spoken Krio.		✓