

## Job description

<b>Job title</b>	Team Leader
<b>Department</b>	Programmes Department
<b>Location</b>	Nairobi, Kenya
<b>Post holder</b>	TBC
<b>Reporting to</b>	Country Representative
<b>Responsible for</b>	Delivery of the Kenya Devolution Program contract
<b>Liaison with</b>	
<b>Hours</b>	Full time, 35 hours per week
<b>Type of contract</b>	Permanent
<b>Organisation</b>	
<p>Options Consultancy Services Limited was established in 1992 and is a wholly owned subsidiary of Marie Stopes International. We are a consultancy organisation providing technical and management expertise in the health and social sectors to governments and international development partners to transform the health of women and children. We provide information, expertise and influence to governments, health workers, NGOs and businesses to catalyse change so that health services can be accessed by the people who need them most.</p>	
<b>Main purpose of job</b>	
<p>The Team Leader is responsible for the overall strategic leadership, managerial oversight and technical direction of the programme. He/she leads a team of technical experts and administrators and also serves as the key point of contact for the FCDO, government, programme consortium partners, and other stakeholders. The Team Leader will report to the Country Representative - Kenya and work closely with Options management and administrative colleagues. Coordinating the inputs of a team of technical experts from Options and partners, s/he will ensure that programme objectives, outcomes, and deliverables are met and that financial, operational, and reporting requirements of the donor are adhered to.</p> <p>Responsibilities will include:</p> <ul style="list-style-type: none"> <li>• Programme delivery, and oversight - oversee programme strategies, technical approaches, workplans, and budgets. Ensure the programme delivers against its theory of change and achieves its intended results.</li> <li>• Team management and leadership - lead a team of technical, financial and administrative experts working to deliver the programme to the highest technical quality.</li> <li>• Coordinate Options role in the wider Kenya Devolution Programme consortium working closely with other partners and the consortium lead</li> <li>• Client, government and partner relations - be the primary liaison with the donor, represent the programme and ensure close collaboration with relevant local, national and international stakeholders. Also, take a leading role in disseminating successes and lessons from the project.</li> </ul>	

## Main duties

To be successful in this role you will possess:

- Extensive experience providing technical, strategic and management oversight to large donor funded health programmes and/or organizations. Specifically, expertise and experience working in Kenya's health sector, with in-depth knowledge of health systems strengthening approaches in the context of devolution; Kenya's PBMR cycle and its current challenges and opportunities; and principles of public financial management.
- Significant experience and a track record of successful leadership and management of teams based in multiple locations. Previous experience leading a large team of highly skilled, multidisciplinary staff, linking strategically with an HQ office to leverage joint management support, and empowering team members to deliver high quality work.
- Strong external liaison and negotiation skills with experience of fostering partnerships between Government and other stakeholders, to improve health system performance, and build national and sub-national capacity. Familiarity with government practice and protocol.
- Proven ability to represent organisations and programmes at the highest levels internationally, regionally and nationally.
- Experience engaging closely with and/or managing partner organizations, including consortium management (desirable).
- Experience of managing contracts (including payment by results – desirable) and contracting; excellent financial management skills.
- A postgraduate qualification in public health, or related discipline.
- Excellent written and spoken English is essential.

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>		
Bachelor's degree required; MBA or Master's degree in public health, economics, international relations, or related field from a recognized University strongly preferred.	✓	
<b>Experience</b>		
<ul style="list-style-type: none"> <li>• 8+ years' experience delivering high-impact programming, including skills in program management, implementation and/or technical leadership</li> <li>• Direct experience working across multiple departments/geographies to achieve high-level results, and flexibility and comfort working across multiple reporting lines.</li> <li>• Proven verbal and written communication skills and ability to distil complex information and data into accessible conversation and written pieces</li> <li>• Exceptional people management skills, inclusive of internal and external stakeholders; able to work effectively in a "matrixed" environment.</li> <li>• Ability to multi-task, organize and prioritize daily tasks and the big picture.</li> <li>• Demonstrated flexibility and creativity in planning and problem-solving.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	
<b>Skills and attributes</b>		
<ul style="list-style-type: none"> <li>• Exceptional project management and organizational skills in a fast-paced environment</li> <li>• Strong leadership and motivation skills, with at least 5 years of supervisory experience</li> <li>• Strong administration, organisational skills and proven problem-solving skills</li> <li>• Financial planning, forecasting and reporting</li> <li>• Client relationship management</li> <li>• Excellent communication and report writing skills</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	
<b>Other requirements</b>		
<ul style="list-style-type: none"> <li>• Commitment to equal opportunities</li> <li>• Commitment to the principles of Safeguarding</li> <li>• Fluency in written and spoken English</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	