

Job description

Job title	Project Director E4A
Department	Programmes Department
Location	Kenya, Nigeria (possibly other countries in SSA)
Reporting to	Assistant Director of Programmes
Responsible for	Leadership of Evidence for Action (E4A) Project
Liaison with	Country Leads in Nigeria and Kenya, E4A Project Team, Options colleagues across departments
Hours	35 hours (full time)
Type of contract	Fixed Term May 2022 until 30 th April 2024 (appointment is subject to successful award of funding from donor)

About Options

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.

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.

As part of MSI Reproductive Choices, all our profits go back into supporting MSI's own mission of children by choice, not chance.

We believe in a world where everyone can access the high-quality health services they need, without financial burden.

Main purpose of job

The Project Director will provide inspirational, strategic, technical and managerial leadership to the Evidence for Action (E4A) project (also called 'MamaYe!' by our partners). They will need to be a strong, proactive leader, a self-starter, initiate new partnerships to drive the project's vision for a world where everyone is an advocate and has the power to use data to drive actions that transform health for all.

The post holder will be accountable for the delivery of the project. Together with Country Team Leads based in Kenya and Nigeria, they will ensure that the programme achieves its objectives and outputs on time and to budget, and in a way that is gender transformative and recognises the strength and potential of grassroots advocates. The Project Director will be the key focal point for partners, funders and other stakeholders.

The Project Director is expected to guide the E4A team to achieve the project's vision in a way that is aligned with the project's values and the team's deep commitment to diversity, equity and inclusion (DEI). It is important that they create a working environment that drives ambition, cross-country collaboration and innovation among team members. They will leverage the project's talented team, strong technical

approaches and attract new donors to with the aim to develop new opportunities for the project, expand its reach, venture into areas of work and enter new geographies to achieve the project's ambitious strategies.

About the E4A project

Local health challenges for mothers and children are best understood and tackled by in-country actors and networks that are linked to global initiatives. With funding from the Bill and Melinda Gates Foundation (BMGF) E4A-MamaYe (E4A) fosters sustainable local advocacy partnerships which bring together disparate actors to share information and navigate political processes and interests to make health systems accountable to women's needs. This approach changes accountability ecosystems by radically shifting power imbalances in favor of more equal participation in decision-making. This enables citizens, particularly women and marginalized groups, to exercise their power, elevate policy issues that are a priority for them to the forefront of government agendas, and collaborate to transform health services.

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

Accountable for the Strategic and technical leadership of the programme

- Provide high-level technical expertise and inspiration across the programme to guide effective implementation and ensure activities lead to outputs, to outcomes, and to results.
- Ensure programme strategies and technical approaches are aligned with the best available international evidence and best practice.
- Advise and guide team members on technical strategies that use evidence and advocacy to achieve the outputs in the programme's results framework in a way that is innovative, inclusive, gender transformative, locally driven and informed by latest evidence.
- Lead the technical planning and provide technical oversight to the core workstreams of the programme.
- Support the team to regularly review the programme's Theory of Change, results framework and contractual documents agreed with the Foundation to ensure they are fit for purpose.
- Ensure timely and effective monitoring, learning and evaluation of the programme.
- Identify, monitor and manage any risks to the programme's results.
- Establish effective Quality assurance mechanisms for all programme's technical outputs and deliverables, ensuring that these are produced on time and in line with programme's objectives.

Build and nurture global and country level partnerships and knowledge sharing

- Apply diplomacy, influencing and consensus-building skills to build alliances with a range of networks and coalitions where relevant at country, Africa regional and global level.
- Strengthen the project's reputation as an agile project by overseeing an effective communications strategy to disseminate results and learning and enhance visibility with target audiences. This will include a specific focus on uptake of the project's Global Public Goods.
- Manage the relationship with the donor, ensuring the project is regarded as highly successful in delivering its objectives and in communicating its learnings.
- Actively seek opportunities for expansion to new geographies and clients.
- Communicate the project's results and impact to partners and potential donors.
- Represent and promote the project's vision and results at high level policy and advocacy forums such as conferences and international platforms.

Lead and Manage the project team in a way that is inclusive and enhances performance and encourages initiative

- Ensure the programme follows Options Project Cycle management approach, steering the programme through different phases of delivery and utilising programme management tools as appropriate such as the Programme Quality Assurance Plan to ensure high quality delivery.
- Line management of Country Team Leads and the Project Manager, and lead the senior management team.
- Mentor, coach and support staff to ensure all project staff are motivated and encouraged to think out-of-the-box in order to deliver maximum impact.
- Oversee project staff management and hiring.
- Ensure that robust systems are used for contracting, managing and ensuring the quality of deliverables from consultants and other subcontractors, guarantee that they provide high-quality cost-effective services to the project.
- Participate in Options' Team Leader meetings and liaise regularly with the colleagues to support learning and knowledge sharing across Options' programmes.

Accountable for planning and budgeting of the programme and monitor performance against plans.

- Accountable for ensuring that the project is delivered on time and to budget and that the project's financial objectives are achieved.
- Establish and oversee the implementation of plans to budget, leading corrective action where necessary.
- Convene and lead annual planning and budgeting exercises to produce a detailed and costed workplans for the following year feeding into the organisational consolidated budget.
- Approve expenses within financial authority and delegate authority as allowed.
- Accountable for ensuring project expenses are tracked and reported in line with Options' financial reporting systems and deadlines and guarantee that funds are available to implement the project as planned.
- Accountable for ensuring due diligence is performed on all recipients of the project's funds; staff, subcontractors, and their sub-contractors, control and report on the use of all project funds.
- Implement Options' policies and guidelines on fraud, bribery and corruption involving project funds and report any suspected cases immediately to the Director of Programmes.
- Ensure that security of our staff, sub-contractors and visitors is managed in line with Options security processes.
- Act as safeguarding lead for the project. Accountable for ensuring appropriate safeguarding processes are in place in line with Options' processes.

Expand the project technical and geographic reach by attracting new donors

- Take an entrepreneurial approach to identifying and developing new business opportunities - turning E4A into a multi-donor funded project.
- Represent Options in meetings with current and potential new clients, partner organisations and at external events to raise Options' profile.
- Work proactively to identify new business opportunities for the project.
- Lead the development of bids to expand E4A's technical areas of work and geographic operations.

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		
Professional qualification or degree in a relevant subject	✓	
Experience		
Outstanding leadership and engagement skills for building consensus, and motivating and managing multi-country teams	✓	
Significant and proven experience working in international development at a senior management level	✓	
Excellent record of people management and management of diverse teams through in-person and virtual engagement	✓	
Experience of managing large, complex projects	✓	
Experience designing and implementing advocacy programmes	✓	
Experience in designing and managing gender transformative projects across multiple contexts	✓	
Proven experience in strategic planning and budgeting	✓	
Experience of developing and maintaining close working relationships with clients and partners	✓	
Experience in fundraising / business development	✓	
Skills and attributes		
Strong and demonstrable commitment to diversity, equity and inclusion	✓	
Visionary and inclusive leader who believes that everyone has the potential to be an advocate	✓	
Strong influencing and leadership skills	✓	
Knowledge of a spread of international donors, including Foundations	✓	
Other requirements		
Pro-choice	✓	
Commitment to equal opportunities	✓	
A commitment to the project and Options' principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights	✓	
Ability to travel internationally for up to 2 weeks at a time	✓	

Fluency in written and spoken English	✓	
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