

Job Description

Job title	Programme Delivery Lead, WISH Policy & Systems
Department	Global Health
Location	Flexible – to be based out of one of the programme’s country offices (Kenya, Sierra Leone, Uganda, Tanzania, Nigeria, Malawi).
Reporting to	WISH Policy & Systems Team Leader
Responsible for	TBC
Hours	Full time
Type of contract	Fixed Term, (est. 4 years)
Organisation	
<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 work making choice possible around the world.</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 	

WISH Policy & Systems Programme

The FCDO-funded Women's Integrated Sexual Health Dividend (WISH Dividend) programme will support women and adolescents, including the poor and most marginalised, to have greater voice, choice and control over their sexual and reproductive health and rights (SRHR).

The WISH Policy & Systems TA component (WISH P&S) will provide demand-led technical assistance on SRHR and the Demographic Transition (DT), focusing on strengthening the evidence base, use of data and capacity of African stakeholders and institutions on current and projected population needs. The desired outcomes of the overall WISH Dividend programme are:

- Outcome 1: Women and adolescents, including the poor and most marginalised, have greater voice, choice and control over their sexual and reproductive health and rights;
- Outcome 2: An improved enabling environment for SRHR and gender equality as part of an accelerated, African-led inclusive demographic transition.

The P&S component is expected to contribute mainly to Outcome 2.

FCDO posts across Sub Saharan Africa can request technical assistance (either for government or the FCDO office). Anticipated focus countries for DT support are Nigeria and DRC, which will develop multi-year work plans to be updated annually. Anticipated focus countries for SRHR enabling environment support include Nigeria, Sierra Leone, Malawi, Uganda and Tanzania, where extendable annual work plans will be developed. Any sub-Saharan African country with an FCDO post may request discrete pieces of technical assistance, with potential for scale up to become focus countries depending on success.

Main purpose of job

The Programme Delivery Lead will be accountable for the effective, timely and quality management and delivery of the large, complex, multi-partner technical assistance (anticipating contract award) WISH Policy & Systems programme.

The Programme Delivery Lead will work closely with the programme's Team Leader and Core Team, and bridge coordination with Options global office's department to enable the programme to be carried out on time and to budget and within Options' and the client's quality standards of delivery. The Team Leader will provide the technical and strategic leadership to the programme to ensure the programme delivers high quality results, meeting client expectations as set out in logframe targets and payment deliverables. The Programme Delivery Lead will support the Team Leader on the strategic management of the programme implementation, maintaining oversight of operations and management of delivery and contracts across the target countries to ensure effective and efficient delivery.

The Programme Delivery Lead will be responsible for supporting and quality assuring the programme from a programme management performance perspective. The roles main areas of responsibility include:

- Custodian of Options' project cycle management approach applied to the programme, driving continuous quality improvement of the programme delivery.
- Support high quality delivery and facilitate performance improvement from a programme management perspective, providing quality assurance and guidance, problem-solving support to the Team Leader and other members of the programme core team.
- Oversight of operational delivery across the programme countries, identifying risk to delivery and proactively leading in the mitigation of these risks to ensure continued effective and efficient programme delivery.
- Ensure smooth and timely programme delivery so as to meet FCDO's key performance indicators in relation to the quality and timeliness of the programme delivery.

This position includes travel within the programme geographies.

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

Support the high-quality delivery of the programme and facilitate performance improvement, from a programme management perspective

- Under the leadership of the Team Leader, contribute to the strategic planning and monitoring of the programme, resolving issues and initiating corrective action as appropriate.
- Facilitate, enable and support problem solving and trouble shooting to create excellent relationships across the consortium and with programme stakeholders, sound programme management, robust contracts and quality delivery.
- Engage technically in the programme and hold a valid and respected technical viewpoint. Engage effectively with senior technical staff to support the management of technical inputs into programme delivery.
- Become a trusted member of the senior management team of the programme, able to provide strategic advice and direction to improve programme management and performance, influencing upwards when needed.
- Track programme deliverables, ensuring they follow quality assurance mechanisms, are delivered on time and within budget, and in accordance with the programme plan.
- Work closely with the Team Leader to oversee the implementation of programme processes ensuring alignment with organisational quality standards, in line with Options' Programme Cycle Management (PCM) approach.
- Identify where delivery is at risk; supporting the implementation of recovery plans; escalating appropriately where remedial action is urgent.
- Appropriately escalate risks to senior members of the programmes department, in relation to quality delivery, financial management, security and safeguarding.
- Liaise with clients, consortium partners, implementing agencies and relevant

individuals and organisations as required to develop and maintain excellent relationships.

- Coordinate the delivery of all programme deliverables, ensuring that deliverables are of high quality and submitted to FCDO on time.

Oversight of operations across the programme countries, ensuring continued effective and efficient programme delivery in collaboration with head office and programme team

- Contribute to smooth implementation of the programme and timely reporting to Options (senior management, programme management and technical team), FCDO and relevant government ministries.
- Coordinate and deliver on organisational reporting requirements, keeping the senior leadership informed about potential operational risks on a regular basis.
- Manage relationships with consortium partners to align technical and operational needs with programmes.
- Provide leadership and coordination for consortium work-planning in collaboration with the Team Leader and Programme Manager. Ensuring financial and planning requirements are established ahead of time and quality assurance of all final outputs from an operational perspective.
- Engage effectively with departments across the organisation to align perspectives as well as controls, in the interests of successful delivery of the programme.
- Provide leadership and manage contracting of consortium partners and suppliers, ensuring effective performance and risk management.
- Contribute to development of programme management and governance arrangements, including consortium management, programme management, operational set up in country.
- Support and facilitate effective communication, cooperation and ways of working among country teams, partners, Options' global office departments and colleagues.
- Take line management responsibility as required as per the programme organogram.
- Liaise with relevant team members to ensure smooth programme administration, travel and logistics at the national and international level.

Financial Management – supporting and working closely with the Programme Manager and Finance Manager

- Contribute to financial reporting requirements,
- Oversight of programme budget management in collaboration with the Programme Manager, monitoring expenditures and costs from a long-term delivery perspective.
- Ensure programme financial management procedures and processes are being followed and identify issues quickly and proactively provide suitable responses.

Contract Management

- Manage 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.

- In liaison with the Legal and Compliance Team, ensure necessary due diligence of consultants and sub-contracts.
- Provide oversight to ensure contractual arrangements with long term project staff are in place.
- Manage the commercial aspects of all contracts in place related to the programme.
- Ensure compliance with the terms of the head contract.
- Oversight of short term consultant inputs, ensuring alignment with organisational procedures, programme technical assistance (TA) mechanism and ongoing consultant management.
- Oversee the management and delivery of short term assignments.
- Critically analyse reports, TORs, JDs etc. and provide relevant feedback.
- Work with the Programme Manager to ensure tracking of TA is established to monitor the progress, quality and impact of TA assignments.

People management

- Bring the best out of the programme team, supporting the development of junior staff.
- Actively work with teams to ensure they can deliver and inspire confidence from other teams and senior colleagues.
- Able to identify and proactively manage any performance issues both of direct reports and within team.
- Make rational and defensible decisions about team resources and allocation of responsibilities.

Other responsibilities

- Regardless of level of position in the organisation, all roles assume a level of responsibility for safeguarding. Accountabilities will align with the level and scope of the position and appropriate training will be provided.
- Contribute to knowledge management within Options, highlighting key developments within the programme that can be communicated and shared.
- In the spirit of teamwork, provide flexible support to colleagues as required.
- Contribute to the development of programme tools/sharing best practice within the team/organisation.
- Assist in building and maintaining Options' portfolio of consultants.
- Represent Options and the programme in various fora as needed.
- Cover for colleagues in their absence.
- Work with the Business Development team, based in the UK, to support on the development of specific proposals, including technical and financial inputs, as required.

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

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.

Person Specification

Criteria	Essential	Desirable
Qualifications		
Professional qualification or degree in medicine, public health, social development or equivalent	✓	
Knowledge and experience		
Proven track record of multi-country programme delivery	✓	
Relevant experience of working in a project and programme environment.	✓	
Experience in managing sub-partners from a contract, finance and operational perspective	✓	
Extensive experience of the development and implementation of programmes within the health sector		✓
Proven experience in planning, budgeting and programme control, risk management and change management.	✓	
Experience in managing short term Technical Assistance (TA)	✓	✓
Experience of delivering at pace and maintain effective performance in difficult, time-limited and challenging circumstances, encouraging others to do the same.	✓	
Experience of actively building and maintaining a network of colleagues and contacts to achieve progress on objectives and shared interests.	✓	
Experience of networking to build successful relationships with potential clients, collaborators and consultants.		✓
Proven ability to represent organisations and programmes at the highest levels internationally, regionally and nationally.		✓
Experience in fundraising / business development		✓
Skills and attributes		

Strong interpersonal skills with ability to influence and inspire others, resilience and the ability to help others to deliver a challenging and complex agenda - particularly in supporting projects which need to turn around; to deliver step-change improvements in performance; or handling agendas that are diffuse or ill-defined.	✓	
Ability to rapidly to build a deep understanding of a programme within a short timeframe and capable of providing high quality analysis, advice, and recommendations for improvement on the programme.	✓	
Excellent leadership qualities and people management skills, ability to inspire high levels of performance, provide supportive supervision, set targets and review performance	✓	
Strong diplomacy skills and awareness of cultural differences	✓	
Excellent verbal communication skills, with strong ability to influence and negotiate, and build consensus	✓	
Excellent written communication skills, with strong report writing and presentation skills	✓	
Self-starter; excellent organisation, coordination and planning skills	✓	
Strong ability to manage multiple work streams simultaneously and manage conflicting priorities	✓	
Ability to meet deadlines and work under pressure	✓	
Advanced ability in using Microsoft Word, Excel and PowerPoint	✓	
Other requirements		
Pro-choice	✓	
Candidates must have the legal right to work right to work in one of the programme SRHR focus countries (Nigeria, Kenya, Malawi, Tanzania, Uganda or Sierra Leone).	✓	
Ability and willingness to travel internationally as required	✓	
Fluency in written and spoken English	✓	

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	✓ ✓	
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