

Job description

Job title	Programme Manager, SRH Innovation
Department	Programmes Department
Location	Kenya, Nigeria, or United Kingdom
Reporting to	Project Lead / Head of Programmes Resource Unit
Responsible for	Project Consultants
Liaison with	Internal Options Departments and Programme Teams; Project Lead; Consultants; External parties (incl. Client, partners, programme Innovators)
Hours	Full-time
Type of contract	Fixed Term Contract – 18 months
About Options	
<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>	
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 	
Project Background	
<p>Options Consultancy (Options) is preparing to implement a second phase of a Sexual Reproductive Health (SRH) Innovation Learning Platform. The Learning Platform will support organisations (innovators) who have received funding to advance their work in SRH, including safe abortion. The objective of the innovators is to employ innovative and transformative approaches that put women and girls in control of their reproductive health choices.</p>	

The Platform will be expected to accelerate and track the impact of innovators by providing non-financial support. To do so, the Platform will support innovators in groups and individually to work towards and achieve proof of concept and develop a plan for sustainable impact at scale. The Platform will leverage learnings from previous phases of the initiative, innovators' lessons learned, and expertise in the area to provide best practices and build a collaborative innovator community and extended professional network.

The Platform will support a cohort of active innovators at different stages of their innovation journey (some receiving seed funding, some receiving funding to support scaling). These innovators will be focused on testing new or improved approaches to increasing early access to existing abortion products and services in low- and middle-income countries (LMICs) as well as testing next generation methods of pregnancy termination, menses induction or conception interruption providing one or more significant improvements over existing methods.

Over the 18month project, the Platform will provide localised, bespoke support and capacity building for innovators based and working in Sub-Saharan Africa, the Americas and Asia, including technical assistance to drive context-specific support and scaling strategies. This will be achieved by a small yet highly adaptable Project Team (inclusive of the Project Lead, Programme Manager, SRH Innovation (this position), pool of specialised consultants and Options' in-house experts.

Services under the Platform will be provided in both French and English, and focused along the two Pillars of the Platform:

Pillar I: Strategic design and implementation of innovations through technical support.

The Platform will facilitate group-based capacity-building and individual support sessions with innovators. The goal of the support will be to aid innovator teams to be strategic in their planning and early implementation, to best position themselves for success. Support may include but not limited to the following broad areas.

- Monitoring and Evaluation (M&E)
- Quality Improvement Support, including developing a minimum standards package
- Next generation methods innovator support
- Networking, mentorship and community of practice

Pillar II: Impact and Investment

The Platform will provide regular 1:1 support to innovators who are scaling, and to innovators with high potential for scaling, to prepare them for graduation and transitioning to scale. The Platform will deliver:

- Technical support for innovators preparing to scale
- Group-based capacity-building and support sessions for innovators
- Ecosystem engagement and enabling environment support.

Main purpose of job

Options is seeking a Programme Manager , SRH Innovation who will be responsible for the effective and efficient project management and support technical implementation of the Platform in English and French.

Note: The successful candidate must be fluent in written and spoken English and French.

This is a fast paced, exciting and highly multi-disciplinary role, which will: support and foster relationships with the Platform innovators directly, as well as with the Client; organise, recruit and manage the pool of consultants and technical experts delivering support to innovators, alongside the Project Lead; coordinate (and provide technical input into, as appropriate) online group learning workshops and/or 1:1 support as requested (based on your technical experience area). The role holder will also coordinate the financial, operational and organisational requirements of the Platform as per Options' standards.

The Programme Manager, SRH Innovation must be a self-starter, and will coordinate the day-to-day delivery of the programme and provide technical support to the team as required, as well as acting as a key

contact point with the Client and Options' internal departments and teams. The role holder will draw upon their relevant technical experience areas (e.g. public health, sexual and reproductive health and rights (SRHR), safe abortion (SA) or health innovation) to facilitate the project's successful delivery, and liaise with all key project consultants, innovators or departments as required. Strategic direction and oversight will be provided by the Project Lead and Options' in-house project technical advisors (as required). The role holder will be the main day-to-day contact point across the entire Platform (within Options and externally). The role holder will also be responsible for ensuring the project aligns with Options' Project Cycle Management journey, and ensuring the project is carried out on time, to budget and within Options' quality standards of delivery.

Note: Options is open to the prospect of an 0.8 FTE role, for the right candidate who meets all necessary job specifications.

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

Programme / Platform-Specific Responsibilities

Project Management

Manage the Learning Platform project within the Options portfolio ensuring all client guidelines are adhered to. This includes:

- Support the Project Lead to define project tasks and resource requirements, including developing project work plans and supporting the design and implementation of effective technical assistance strategies.
- Work collaboratively across the organisation to coordinate the high-quality delivery of the project.
- Track 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.
- Under the leadership of the Project Lead and Options' in-house project technical advisory, contribute to the strategic planning and monitoring of the project(s), resolving issues and initiating corrective action as appropriate.
- Maintain and manage an assessment of risks to the project's successful outcome and appropriately escalate risks to the Project Lead.
- Maintain and manage the innovator's support requirements and their associated plan, including liaison with the relevant specialist consultants to carry out the required assessment or support to innovators. Track the type/duration of support provided to innovators.
- Support the Project Lead in organisational reporting including support to producing monthly programme delivery reports and of other Options or project reporting requirements.
- Responsible for establishing and maintaining the project's SharePoint page.
- Oversee the operational aspects of delivery on the project as required, including project administration, travel (if required; it is not currently anticipated) and logistics management while engaging with relevant teams as needed.
- Liaise with the client, stakeholders/innovators and other relevant individuals and support effective communication and cooperation between all parties.
- Manage team level of effort and consultant inputs against contract and escalate risk to the Project Lead and Options' in-house project technical advisors when inputs are not aligned with anticipated plans .
- Assist with identifying and vetting and onboarding new consultants, if required.

Technical Support

- Supporting the delivery of technical assistance to innovators in your technical area of expertise (i.e. 1:1 support, group sessions, project strategy).
- Coordinate and ensure high-quality delivery of the programme's workplan including but not limited to the logistics, and supporting the design and delivery of activities (i.e. Webinars, group learning workshops, and that targeted / transition to scale innovators are receiving the support as desired)

- Provide technical support and contribute to report writing and quality assurance of technical outputs (including support session PowerPoints or content).
- Support the Platform/project team to deliver and monitor results, package outputs and learning.
- Lead implementation of networking, mentorship and Community of Practice plans.

Financial Management

- Develop and manage project budget (internal and client facing) and lead on project-specific budgeting and forecasting processes.
- Conduct internal and external financial and management 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 projects and programmes, and contribute to the monthly management accounts, annual audit and budgeting process, and regular budgeting and forecasting.
- Actively engage with country-based Finance teams (if required) to ensure project financial processes dovetail with organisational and country-based financial processes.
- Ensure (under the accountability of the Project Lead and Programmes Department leadership) commercial targets are met on the project.
- Maintain oversight (under the accountability of the Project Lead and Programmes Department leadership) of subcontracts from a financial perspective, including the financial management of payment terms, invoicing and tracking.

Contracting and contract management

- Ensure thorough understanding of and compliance with the head contract keeping track of all important details of the agreement, including key deliverables and milestones, dates, deadlines, and opt-out/negotiation windows, and termination or cancellation requirements.
- Ensure high quality administration of the contracting and due diligence process, including tracking of communication and decisions made, and filing of documentation.
- Manage relationships with subcontractors/consultants 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 and HR teams, manage due diligence of consultants and sub-contracts.

Cross organisational (Options) and Programmes Department responsibilities (as required)

- Provide technical and programme management support to the Programmes Resource Unit or New Business and Partnership team for new proposals or programmes, as required.
- Contribute to knowledge management within Options including in relation to the Platform
- Promote learning across Options' programmes by supporting documentation of lessons and adapting tools and resources for use across country teams or Departments.
- Participate in any relevant external training and capacity building provided by Options
- 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 and with communities of practice as established by the Programmes Resource Unit.
- 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:	Date:
-------------------	--------------

Person specification

Criteria	Essential	Desirable
Qualifications		
A relevant degree in relevant subject area, or comparable professional experience in a relevant field. Relevant technical expertise field could include: Health innovations, health systems strengthening, health financing, advocacy and accountability, gender and social inclusion, prevention of violence against women and girls, maternal, newborn child and adolescent health, sexual and reproductive health and rights, safe abortion, or social norms change	✓	
Experience		
Experience in a professional environment and delivery of work in both French and English	✓	
Good experience of working in international development at Programme Management and/or Technical Officer / Consultant level	✓	
Experience of the development and implementation of programmes. Including supporting and co-ordinating technical or programme management work in similar organisations	✓	
Experience in distance management and liaison of relations between a head office and an internationally based team		✓
Experience of managing large, complex donor-funded commercial budgets		✓
Experience in strategic planning		✓
Experience working and delivering in resource-constrained settings and low and middle-income countries	✓	
Experience of building and developing close working relationships with donors, partners, consultants and /or consortia	✓	
Experience of contracts and contracting	✓	
Experience in delivering high quality technical outputs (i.e. webinars, sessions, reports/briefs)	✓	
Experience of producing and/or contributing to external reports and/or research papers.		✓
Experience of working across Africa in a relevant capacity and with governments; international agencies and local NGOs		✓
Skills and attributes		
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	✓	

Excellent financial and people management skills	✓	
Strategic thinking, problem solving and decision-making skills	✓	
Ability to plan and manage work in a highly organised way	✓	
Ability and willingness to respond independently to requests for technical inputs in their defined area.	✓	
Other requirements		
Pro-choice	✓	
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	✓	
Fluency in written and spoken English and French	✓	