

## Job description

<b>Job title</b>	Chief of Party – USAID Strengthening Integrated Health Services Activity (SIHSA) Sierra Leone
<b>Location</b>	Freetown, Sierra Leone
<b>Reporting to</b>	Options Director of Global Health
<b>Responsible for</b>	Delivery of USAID Strengthening Integrated Health Services Activity and Project Delivery Team
<b>Hours</b>	Full time
<b>Type of contract</b>	Fixed Term, 5 years with possibility of extension

### Organization

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.

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.

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.

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

### About the USAID Strengthening Integrated Health Services Activity

The 5-year Strengthening Integrated Health Services Activity (SIHSA)'s goal is to achieve sustainable improvement in health outcomes of Sierra Leonean women, youth, and children, especially those living in hard to reach areas with limited access to health services.

This will be accomplished through progress towards five results:

1. Access to and quality of primary health care services (defined as family planning (FP), reproductive health (RH), maternal, newborn, and child health (MNCH) and Malaria) improved.
2. Key health behaviors adopted and sustained by individuals, households, and communities.
3. District management, leadership, and governance of health improved.
4. Functional and technical capacity improved for local organizations in the health sector.
5. National accountability for primary health care services increased.

SIHSA will focus integrated primary health care services (FP, MNCH, RH and malaria) across 5 districts: Pujehan, Port Loko, Bo, Karena, Koinadugu. In 5 other districts will only support malaria interventions: Falaba, Kailahun, Bombali, Kenema, Kono.

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. In line with USAID's localization agenda and to strengthen long term sustainability, the organizational and technical capacity of two to three local organisations will be strengthened in order to enable those organisations to qualify for direct USAID awards with responsibility for direct implementation of selected activities transitioning to those organisations during the final years of the program.

### **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. 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.

The ideal candidate will know Sierra Leone well and has extensive experience in a senior position in Sierra Leone or West Africa.

*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.

<b>Signed by:</b>	<b>Date:</b>
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## Person specification

Criteria	Essential	Desirable
<b>Qualifications</b>		
University degree in a relevant subject	✓	
<b>Experience</b>		
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.	✓	
<b>Skills and attributes</b>		
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	✓	
<b>Other requirements</b>		
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.		✓