

<b>Job title</b>	Deputy Chief of Party – USAID Strengthening Integrated Health Services Activity (SIHSA)
<b>Department</b>	Global Health
<b>Location</b>	Freetown, Sierra Leone
<b>Reporting to</b>	SIHSA Chief of Party
<b>Liaison with</b>	Options' global staff, clients, partners, and consultants
<b>Hours</b>	Full-time
<b>Type of contract</b>	Fixed-term contract
<b>About Options</b>	
<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>	
<b>Our values</b>	
<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"> <li>• Our expertise delivers sustainable impact.</li> <li>• Our work generates profit with a purpose.</li> <li>• Through growth and learning, we find new ways to solve complex problems.</li> <li>• We act with integrity, always.</li> <li>• We are building a truly equitable workplace.</li> </ul>	
<b>About the USAID Strengthening Integrated Health Services Activity</b>	

The 5-year Strengthening Integrated Health Services Activity (SIHSA)'s goal is to contribute to the Government of Sierra Leone's overarching goal of improving the health of adolescents, pregnant and postpartum women, and children less than five years old.

SIHSA's objectives are:

- 1) Improve the quality of family planning, maternal newborn child and adolescent health, and malaria services sustainably.
- 2) Promote adoption of crucial health behaviors.
- 3) Strengthen the stewardship and governance of the Ministry of Health and Sanitation, both at central and district levels, so it is better prepared to plan, budget, allocate resources and monitor health programs.

SIHSA seeks to promote the integration of health services, including malaria services, to rapidly scale-up evidence-based interventions to address preventable causes of maternal, newborn, child, and adolescent morbidities and mortality.

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.

#### Main purpose of job

The Deputy Chief of Party (DCOP) is a senior member of the leadership team for the Strengthening Integrated Health Services Activity (SIHSA) in Sierra Leone. The DCOP will provide strategic and technical oversight to the SIHSA program. The DCOP will be responsible for the following:

**Technical leadership:** Oversee delivery of high-quality expertise in health systems strengthening, stewardship and governance of health systems, quality of health service delivery, social and behavior change, and/or capacity strengthening approaches to improve Reproductive, Maternal, Newborn, Child and Adolescent Health (RMNCAH) outcomes.

**Program and team management:** Supervise the cohesive planning and execution of program activities and resource allocation across consortium partners, ensuring that operations deliver technical excellence, align with relevant USAID guidelines and regulations, and where applicable, test or scale-up innovative solutions to reducing maternal, newborn, child, and adolescent morbidities and mortality.

**Client, partner, and government relations:** Forge and steward strategic alliances and collaborative relationships with clients, government entities, and key partners, driving the project's success through proactive engagement, fostering mutual trust, and aligning strategic objectives.

The role is based in Freetown, Sierra Leone with considerable travel to the districts is to be expected.

The DCOP will assume the responsibilities of the Chief of Party in their absence.

The DCOP position is contingent upon donor approval and funding.

**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:

#### Technical Leadership:

- Lead the delivery of technical expertise across the activity's result areas and cross-cutting themes by all consortium partners, ensuring cohesive, high-quality implementation that achieves the program's results.
- Provide technical expertise and quality assurance to ensure comprehensive program planning, cost-effective operational delivery, evidence-based and strategic adaptive management, and the integration of feedback loops crucial for successful program execution and achievement.
- Foster a culture of technical excellence and support teams to mobilize promising tools, innovative strategies, and context-specific health interventions at district and community levels to achieve measurable improvements in health-related outcomes.
- Participate in communities of practice to stay abreast of innovation and best practices within the field, identify opportunities for collaboration amongst stakeholders, and attend events or other mechanisms for dissemination and sharing of lessons learned.

#### Program and team management

- Manage multidisciplinary technical delivery, ensuring high-quality technical and cost-effective activity delivery.
- Promote a team approach that emphasizes high-level performance, creative approaches, and a culture of accountability, transparency, and ethical conduct. Provide training, guidance, and support to ensure continued professional development of team members.
- Oversee development of annual workplans, accompanying USAID plans (e.g., activity monitoring, evaluation, and learning plan), annual and quarterly reports, and other products as requested by USAID or Options.
- Support financial and operational management that optimizes resources through sound budgets, consistent financial tracking, and timely submission of reports to USAID.
- Identify and manage short term technical assistance (STTA) inputs and ensure delivery of high-quality outputs required to achieve results.
- Manage all key risks related to the program, including compliance with USAID rules and regulations, Government of Sierra Leone policies, and internal Options requirements.
- Where necessary, support the development of programmatic policies, procedures, and tools in Sierra Leone. Where policies are developed, adhere, and contribute to Options' policies.

Commented [CN1]: Thanks [Rachel Cullen](#), [Eve Schuman](#) are there any more changes? I will update the advert and then share with you for final comments

**Client, partner, and government relations:**

- Support the COP in maintaining effective communications and strong working relationships with USAID, government stakeholders, consortium partners and project stakeholders to maintain project visibility and reputation.
- Ensure alignment with the project’s proposed approach, frameworks, and strategies with national and donor strategies.
- Participate in the program management team and contribute to its effective functioning.
- Support the COP to plan, prepare and facilitate consortium-wide and client-related meetings.
- Contribute to the project governance mechanisms with consortium partners, the client and other stakeholders as appropriate.
- Represent the project at key national, regional and international meetings and conferences as required.

**Safeguarding**

- Designated as the regional Safeguarding Focal person.
- Act as a champion for safeguarding within Options, seeking to improve and drive the organisational culture such that a safeguarding mindset becomes embedded.
- Ensure that the name and contact details of the Safeguarding Focal Point are made available so that people know how to raise a concern/where to seek advice.
- Act as one of a number of points of contact for concerns regarding safeguarding incidents at country and/or programmatic level, and to raise those concerns to the Director of Global Health and the Assistant HR Director.
- Support the implementation and monitoring of the Child and Adult at Risk Safeguarding Policy.

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

**Key skills**

- 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

**Key experience**

- At least 10 years of professional experience designing, managing, and implementing donor-funded integrated health services projects at a similar level, or senior technical level in donor funded programs with similar scope in Sierra Leone or West Africa, demonstrated experience in scaling up innovations, improving quality of care, and in implementing interventions that improve reproductive, maternal, newborn, child, and adolescent health and nutrition, family planning, and/or malaria services.

Commented [ER2]: **Alice** this is likely to be specified in the NOFO so we will need to be mindful of this. I suggest some changes see new track changes

Commented [CN3R2]: Now resolved

- Demonstrated excellence in project learning and documentation, i.e. writing technical briefs, publications, and other materials.
- Strong external collaboration and negotiation experience fostering partnerships between governments and other stakeholders, including at sub-national level, and building national and sub-national capacity.
- Significant track record of successful leadership and management of teams based in multiple locations. Previous experience leading a team of highly skilled, multidisciplinary staff and empowering team members to deliver high quality work. Experience managing teams in high-risk environments.
- Familiarity with USG administrative, management, and reporting procedures and systems.
- Excellent English oral and written communication and presentations skills.
- Experience living or working in Sierra Leone is preferred.

#### **Formal education/qualifications**

An advanced degree in a public health or other medical or health discipline.

#### **Personal attributes**

We recruit talented, dynamic people with diverse backgrounds and experiences, who are focussed on delivering sustainable impact in the countries where we work. We're proud to be an equal opportunities employer and are committed to creating a fully inclusive workplace, where everyone feels able to participate and contribute meaningfully. You must be open-minded, enthusiastic, solutions-oriented and committed to promoting equality across the organisation, and with those that we work with.

#### **For this role, we're looking for an individual who is:**

- Dynamic and creative with the ability to show initiative.
- A team player, providing support and encouragement.
- Organised and process oriented, with an attention to detail and able to prioritise workload.
- Understands country context, focused, responsive to changing priorities and demands.
- Strong communication skills.
- Ability to analyse complex problems in a structured manner whilst working under pressure.
- Focused on delivery with a 'can do' approach.
- Demonstrates Options' team member behaviours and professional self-development.

#### **Other essential requirements:**

- A strong supporter of the cause of family planning and a woman's right to safe abortion (pro-choice).
- Commitment to equal opportunities.



- A commitment to the program's and Options' principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights.
- Fluency in written and spoken English.

Please note: this position is contingent upon funding being awarded to Options.

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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**Version History** (For HR use only)

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