

<b>Job title</b>	Team Leader, FCDO KHP II
<b>Department</b>	Global Health
<b>Location</b>	Kenya
<b>Reporting to</b>	Options' Director of Global Health
<b>Responsible for</b>	FCDO KHP II team
<b>Liaison with</b>	<ul style="list-style-type: none"> <li>• Options Staff</li> <li>• Consortium Partners</li> <li>• FCDO KHP II</li> <li>• Long and Short-Term Consultants</li> </ul>
<b>Hours</b>	Full-time
<b>Type of contract</b>	Fixed term
<b>About Options</b>	
<p>Options is 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 over 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>Gender equality and social change are at the forefront of our work. 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 programme</b>	

Options is seeking a Team Leader for the anticipated FCDO Kenya Health Programme II which aims to strengthen health systems by scaling up universal health coverage, promoting research for evidence and institutionalizing health policies in Kenya. It is anticipated that the programme will include the following components:

- Support GoK to implement Universal Health Care (UHC Reforms)
- Strengthen health & nutrition policies at national and county levels
- Support the increase and use of data to inform decision making through scaling up research and evidence (including climate interventions)

### **Main purpose of job**

Based in Kenya office, the Team Leader will provide inspirational, strategic, technical and managerial oversight of the FCDO Kenya Health programme. They will need to be a strong, proactive leader, sensitive to the experience of KHP II technical teams and have the ability to engage and build strong collaboration across a large team of experienced technical staff. The Team Leader will work closely with the Deputy Team Leader and the Programme Management Team to provide strategic and technical oversight and management of the team, operations and client relations.

### **Main duties**

#### **Programme delivery**

- Oversee development and revisions of work plans, payment deliverables, and programme logframes for approval by FCDO and if required by the GoK.
- Oversee the smooth implementation of the programme and ensure timely reporting to Options (senior management, programme management and technical team), FCDO and relevant government ministries.
- Provide technical expertise to guide delivery of the programme in line with best practice and the programme terms of reference.
- Oversee delivery of all programme deliverables, ensuring that deliverables are of high quality and that they are submitted to FCDO on time.
- Quality assurance of the programme with the support from Options' Technical Team.

#### **Team leadership**

- Provide overall leadership and strategic guidance to the programme team.
- Act as line manager to staff as per the programme organogram.
- Identify and manage short term technical assistance (STTA) inputs required to deliver the programme work plan and deliverable schedule and oversee the development of terms of reference for all STTA in line with plans.
- Oversee the hiring and inductions of new staff.
- Work with the Programme Manager to ensure that a tracking system for technical assistance (TA) is established, to monitor the progress and impact of the TA.
- Represent and promote the programme's vision and results in high level policy and advocacy forums such as conferences and international platforms.
- Support leveraging of additional resources for the programme and areas of work.

#### **Client and government relations**

- Liaise and maintain positive relations with FCDO Kenya.

- Serve as the key point of contact for Government of Kenya, FCDO and other sector stakeholders.
- Ensure programme stakeholders are fully apprised of programme objectives, activities and progress.
- Coordinate the preparation and submission of detailed quarterly and annual technical, financial and administrative reports to FCDO that demonstrate delivery and progress of the programme as a whole against the logframe, in collaboration with the KHP II Programme team.

### **Programme management oversight**

- Oversee financial management and reporting of the programme including the signing of cheques and vouchers in collaboration with the Finance and Administration Manager.
- Work closely with the Programme Manager to regularly coordinate and update the work plan and ensure adherence to the programme budget.
- Trouble shoot to support the smooth implementation of the programme including timely reporting to the relevant government ministries and to FCDO
- Ensure adherence to Options policies and templates on:
  - Procurement of goods and services
  - Contract development and approval
  - Reporting of programme to FCDO
  - Financial reporting and planning
  - Risk identification and management
  - All other agreed protocols.

### **Consortium management**

- Coordinate, oversee and manage inputs from consortium members.
- Participate in consortium meetings and report on technical, managerial and policy issues and ensure that consortium members are kept up to date with programme and sector developments.

### **Safeguarding**

- To 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.
- To 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.
- To 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 organisational skills, good time management.
- Excellent verbal and written communication skills, including report writing.

## Key experience

- Experience as a **Team Leader** on large and complex multi-partner programmes funded by FCDO or other donors.
- Thematic experience in at least two of **primary health care, nutrition, community health, health system strengthening and resilience (including climate adaptation)**
- Extensive experience working in the Kenyan health sector.
- Strong external liaison and negotiation experience fostering partnerships between Government and other stakeholders, including at national and county level, and building national and county capacity.
- 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 in **managing 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 programme context.

## Formal education/qualifications

- University degree in a relevant field subject.

## 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.
- Customer focused, responsive to changing priorities and demands.
- Strong communication skills and a team player.
- 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 programmes' 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 written and spoken English and Kiswahili is beneficial.

**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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<b>Version History</b> (For HR use only)	
Date JD reviewed by HR team member:	