

## Job description

<b>Job title</b>	Team Leader
<b>Department</b>	Team Lead (Kenya Programme Specific)
<b>Location</b>	Nairobi, Kenya
<b>Post holder</b>	TBC
<b>Reporting to</b>	Options Kenya Country Representative
<b>Responsible for</b>	Delivery of World Bank Evidence Informed Health Planning and Budgeting (EIHPB) for RMNCAH at county level in Kenya Contract
<b>Liaison with</b>	Options Kenya Country Team, Options UK Programmes Team
<b>Hours</b>	Full time, 40 hours per week
<b>Type of contract</b>	Permanent
<b>Organisation</b>	
<p>Options Consultancy Services Limited was established in 1992 and is a wholly owned subsidiary of Marie Stopes International. We are a consultancy organisation providing technical and management expertise in the health and social sectors to governments and international development partners to transform the health of women and children. We provide information, expertise and influence to governments, health workers, NGOs and businesses to catalyse change so that health services can be accessed by the people who need them most.</p>	
<b>Main purpose of job</b>	
<p>The Team Leader is responsible for the overall strategic leadership, managerial oversight and technical direction of the programme. He/she leads a team of technical experts and administrators and also serves as the key point of contact for the World Bank, government, programme consortium partners, and other stakeholders. The Team Leader will report to the Country Representative based in the Options Nairobi office and work closely with Options' management and administrative colleagues. Coordinating the inputs of a team of technical experts from Options and partners, s/he will ensure that programme objectives, outcomes, and deliverables are met and that financial, operational, and reporting requirements of the donor are adhered to.</p> <p>Responsibilities will include:</p> <ul style="list-style-type: none"> <li>• Programme delivery, and oversight - oversee programme strategies, technical approaches, workplans, risk management, and budgets. Ensure the programme delivers against its theory of change and achieves its intended results.</li> <li>• Team management and leadership - lead a team of technical, financial and administrative experts to deliver the programme to the highest technical quality.</li> <li>• Client, government and partner relations - be the primary liaison with the donor, represent the programme on behalf of Options and ensure close collaboration with relevant local, national and international stakeholders. Also, take a leading role in disseminating successes and lessons from the project across all stakeholders.</li> </ul>	

**Main duties**

To be successful in this role you will possess:

- Extensive experience providing technical, strategic and management oversight to large donor funded health programmes and/or organizations. Specifically, expertise and experience of working in Kenya’s health sector, with in-depth knowledge of health systems strengthening approaches in the context of devolution; Kenya’s planning, budgeting, monitoring and reporting cycle and its current challenges and opportunities; and principles of public financial management and evidence-informed decision-making.
- Experience providing capacity building support to key decision-makers around planning, budgeting, monitoring and use of data for decision making.
- Significant experience and a track record of successful leadership and management of teams based in multiple locations. Previous experience leading a large team of highly skilled, multidisciplinary staff to leverage joint management support, and empowering team members to deliver high quality work.
- Strong external liaison and negotiation skills with experience of fostering partnerships between Government and other stakeholders, including at county level, to improve health system performance, and build national and sub-national capacity. Familiarity with government practice and protocol.
- Demonstrable experience of working with the World Bank and familiarity of World Bank practice and protocol with a proven ability to represent organisations and programmes with the World Bank.
- Experience engaging closely with and/or managing partner organizations, including consortium management (desirable).
- Experience of managing contracts (including payment by results – desirable) and contracting; excellent financial management skills.
- A postgraduate qualification in public health, or related discipline.
- Excellent written and spoken English is essential.

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
<b>Qualifications</b>		
Professional qualification or degree in a relevant subject	✓	
<b>Experience</b>		
Extensive experience providing technical, strategic and programme management oversight to similar donor funded health programmes and/or organizations.	✓	
Expertise in Planning, Budgeting Monitoring, Reporting and Evaluation	✓	
Expertise and experience working in Kenya's health sector, with in-depth knowledge of health systems strengthening approaches in the context of devolution. Relevant networks at the county level in this area (desirable)	✓	
Experience and knowledge of working with data and surveillance systems, including Kenyan Health Information System and Maternal and Perinatal Death Surveillance and Response, ensuring data from these inform evidence-based decision-making.	✓	
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 (desirable)	✓	
Demonstrable experience of working with the World Bank and familiarity of World Bank practice and protocol with a proven ability to represent organisations and programmes with the World Bank.	✓	
Experience of engaging closely with complex partnership set-ups, and/or multi-donor trust fund arrangements. Such as the MDTF RMNCAH TA projects (desirable)	✓	✓
Experience of risk management and mitigation in a programme context.		
<b>Skills and attributes</b>		
Strong administration and organisational skills, good time management	✓	
Excellent communication and report writing skills	✓	
<b>Other requirements</b>		
Commitment to equal opportunities	✓	
Commitment to the principles of Safeguarding	✓	
Fluency in written and spoken English	✓	