



**MARIE STOPES
INTERNATIONAL**

Country Director in Waiting, Africa Job Framework

Marie Stopes International (MSI) is a results-orientated Social Business, which uses modern management and marketing techniques to provide family planning, reproductive and sexual healthcare and allied services. MSI's goal is to meet the needs of the underserved and dramatically improve access to and use of family planning and other reproductive health services through its Global Partnership, which operates in over 38 countries worldwide.

The core responsibility of this post is to use your:

- initiative
- energy
- persistence
- results orientation
- drive
- integrity
- enthusiasm
- commitment to personal development

To further MSI's partnership mission of: **enabling individuals to have children by choice not chance.**

Job Title:	Country Director in Waiting
Location:	London (for 6 – 12 months, then to be Determined according to organisational need)
Reporting to:	Regional Director
Probationary period:	6 months, with 3 and 6 month reviews

The CDIW is a training role for MSI and recognises that each CDIW brings different skills and different levels of competency to the organisation. The CDIW role is designed to harness the skills brought which are at an advanced level, and train in those areas that need further enhancement, whilst familiarising the CDIW with MSI, our partnership model and the key components of a Senior Management position.

During the training period the CDIW will be based in London but with extensive travel, and will work on projects to support multiple country programmes. The aim is that at the end of an agreed time period that the CDIW will take a Senior Management vacancy with one of our partner programmes.

Skill set:

Responsibilities

Technical and Strategic Assistance:

- Ensure that partner organisations develop sufficient capacity to manage expanding programmes through:
 - Identification of needs for technical assistance
 - Provision of technical assistance as needed
 - Ensuring timely implementation of technical assistance package
 - Contributing to the development of monitoring and evaluation capacity
 - Contributing to the improvement of local service delivery

- Promoting partnership with governments and develop donor relationships
- Contributing to programme development and local fundraising capacity
- Contributing to the development of local teams through inputs to recruitment, appraisals, and training needs identification as appropriate.
- Maintaining an overview of ongoing projects and programmes by monitoring productivity and financial performance through analysis of data received from partners
- Supporting Country Directors in managing productivity: advising on and working with the partners to develop strategies for improving productivity and performance including the effective promotion of services and/or products; HRM strategies etc.
- Strategic planning: to ensure that satisfactory annual business planning and strategic planning is undertaken to meet the individual needs of each programme
- Project design and resource development: to ensure that all possible measures are taken by MSI and Partner programmes to secure an appropriate funding base (i.e. in line with MSI's goal and mission and partner objectives)

Line management and team leadership of Overseas Country Directors and UK based team members

- Management support and direction to the Country Directors, including performance monitoring, appraisal and support to training and professional development
- Management support and direction to London-based programmes team members in order to ensure they meet their objectives and their personal and professional development

Project support

- Ensure projects are executed on time, to design, and to budget
- Coordinate project implementation; this will involve scheduling of activities, identification and scheduling of resource requirements, and the recruitment and induction of required personnel
- Monitor and evaluate project performance by developing performance indicators
- Manage donor funding and transfers of funds to partners in line with agreed cash flow and work plan

Advise and work with partners on systems improvement

- Ensure that programme activities are in compliance with MSI standards as stated in the MSI Partnership Manual
- Advise partners on the use of appropriate systems, and assist in the setting up of such systems
- Monitor implementation of systems by carrying out regular monitoring visits to overseas programmes, and ensure feedback, follow-up and support to the partners based upon the result of these visits
- Provide operational advice and other support on systems development

Contribute to programme and institutional development

- Advise and work with Partners on the preparation of an annual business plan
- Ensure collation and utilisation of data to inform decision making
- Contribute to the development of strategies for improving productivity

Representation

- Representing MSI and partners to external bodies, including government representatives and international organisations
- Liaison with donors, including preparation of proposals, project cycle management and reporting in conjunction with the Resource Development Team

Other

- Routine administration
- Any other reasonable duties.

Person Profile

All requirements essential unless otherwise stated

QUALIFICATIONS/KNOWLEDGE

- Educated to degree level or equivalent level
- Post graduate / Management qualification *Desirable*
- Finance or marketing management qualification *Desirable*
- A knowledge of Africa and its development issues *Desirable*
- A knowledge of Reproductive Health care *Desirable*
- A knowledge of public private partnership *Desirable*
- Good spoken and written French *Desirable*

SKILLS & APTITUDES

- Understanding of and ability to use financial information for management decision-making
- Budget development and control
- Ability to design, implement and monitor effective performance management
- Highly developed communication skills
- Proposal and report writing
- Ability to manage a heavy and fluctuating workload
- Ability to handle a steep learning curve and to work under pressure
- Ability to analyse verbal and numerical data – to draw conclusions, to develop and implement strategies as a consequence.

PREVIOUS EXPERIENCE

- Previous relevant work experience, in either Marketing, Business, Organisational Development, Operations Management, Finance, Logistics and Procurement, External Relations (Fundraising, Communications)
- Proven management experience including financial and human resources, project design and management
- Experience with identifying organisational change required and implementing and managing it
- Demonstrated strategic planning experience and understanding of best practice processes
- Representation of / fundraising for organisations at a senior level (governmental experience is desirable).

ATTITUDES/MOTIVATIONS

- Pro MSI philosophy of social enterprise and cost recovery and reproductive rights
- Pro -choice on abortion
- Prioritises personal/career development.

ATTRIBUTES

- Results oriented and innovative

- Able to work as part of a team
- Leader
- Assertive
- Self motivated
- Adaptable and flexible
- Able to work under pressure
- Diplomatic.

CIRCUMSTANCES

- Prepared to undertake extensive overseas travel.