

Job Framework

Programme Support Manager, Africa Team

Marie Stopes International is a marketing focused, results oriented social enterprise. We develop efficient, effective and sustainable family planning programmes in the UK and 40 countries overseas.

The core responsibility of this post is to use your:

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

to further MSI's goal:
and its Mission:

**THE PREVENTION OF UNWANTED BIRTHS
ENSURING THE INDIVIDUAL'S RIGHT TO
CHILDREN BY CHOICE NOT CHANCE**

OVERALL PURPOSE

To contribute to the fulfillment of MSI's mission, in particular by facilitating effective project management, providing programme management support and contributing to the development of strategies to improve partners' capacity.

The main duties are :

1. Provide operational advice for partners' capacity building and contribute to the implementation of regional strategy.

- a. Ensure that partner organisations develop sufficient capacity to manage expanding programmes through :
 - Identification of needs for technical assistance
 - Contribute to the development of technical assistance
 - Ensure timely implementation of technical assistance package
- b. Contribute to the development of appropriate performance and productivity indicators
- c. Contribute to the improvement of local service delivery
- d. Promote partnership with governments and develop donor relationship
- e. Contribute to programme development and local fundraising capacity
- f. Contribute to the development of local teams through inputs to recruitment, appraisals, and training needs identification as appropriate.

2. Project support

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

3. Advise and work with partners on systems improvement

- a. Ensure that programme activities are in compliance with MSI standards as stated in the partnership manual
- b. Advise partners on the use of appropriate systems, and assist in the setting up of such systems.
- c. 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 activities
- d. Provide operational advice and other support on systems development

4. Contribute to programme and institutional development

- a. Advise and work with Partners on the preparation of annual business plan
- b. Ensure collation and utilization of data to inform decision making
- c. Contribute to the development of strategies for improving productivity

5. Contribute to new programming initiatives

- a. Identify and develop new funding sources in line with the strategic direction of the partners
- b. Identify new project opportunities, and work with Programme Directors to develop new projects
- c. Work with local team and External Relations (ER) team to identify potential funding opportunities
- d. Work in conjunction with ER, Finance and local partners to develop project proposal, business plan, terms of reference, log frames, and budgets, to donor specification.

6. Maintain an overview of partners financial status

- a. Work in conjunction with Finance team to manage programme/project cash flow and ensure that appropriate financial controls are in place
- b. Review financial and management reports, identify issues, liaise with local auditing firm, and report to Regional Director as required
- c. Prepare budgets and other financial plans
- d. Arrange annual audit and assist in recruiting partners' finance team

7. Coordinate donor relationship

- a. Work in conjunction with External Relations team to prepare and submit donor reports
- b. Liaise with donor, government authorities, and other external bodies as required
- c. Build up strong links with local and overseas donors; transfer donor networking skill to partner programme

8. Contribute to the overall flexibility of resource use in the team by undertaking other assignments or tasks in accordance with your skills and experience, as delegated by the Regional Director or his/her representative.

PERSON PROFILE

	ESSENTIAL	DESIRABLE
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> • Degree 	<ul style="list-style-type: none"> • Post graduate / Management qualification
SKILLS AND APTITUDES	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Finance management qualification and proven experience • Good strategic planning skills
PREVIOUS EXPERIENCE	<ul style="list-style-type: none"> • Extensive project management experience • Proven track record in identifying and getting funding for projects/programmes. • Experience with identifying and implementing change. 	<ul style="list-style-type: none"> • A knowledge of Reproductive Health care
ATTITUDES / MOTIVATION	<ul style="list-style-type: none"> • Desire to use management skills and clinical expertise in the delivery of social goals • Pro MSI philosophy of social enterprise and cost recovery • Pro MSI philosophy of reproductive rights 	
ATTRIBUTES	<ul style="list-style-type: none"> • Results oriented and innovative • Ability to analyse verbal and numerical data – to draw conclusions, to develop and implement strategies as a consequence • Able to work as part of a team • Self motivated • Adaptive and flexible • Able to work under pressure • Diplomatic • Commitment to individual's right to control their own fertility 	