

Person Specification:

Regional Programme Officer, WACA

Introduction

At MSI, our mission, 'Children by choice, not chance', is at the heart of everything we do. We provide high-quality contraception, safe abortion and post-abortion care services, and work [with advocacy] to create an enabling environment for safe access for all. All team members must support us in our mission.

We want individuals who believe in our mission and who can clearly describe how and why they feel that what MSI does is important. To achieve this, every candidate is given the opportunity to provide their thoughts and opinions on our mission statement in the online application form. We only consider applications from candidates who are aligned with MSI's mission and vision to eliminate unsafe abortion in the countries where we work.

For this reason, only **fully pro-choice candidates** will be considered for any role within MSI. Please ensure that you read the MSI Candidate Pack carefully, prior to submitting an application.

MSI is committed to creating an inclusive environment with a workforce which is representative of the communities we serve. We're proud to be an equal opportunities employer and give equal consideration to all qualified applicants without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age. MSI is committed to safeguarding and promoting the welfare of all team members and clients, with a particular focus on vulnerable groups. MSI committed to compliance with all fair employment practices including citizenship and immigration status.

Please note this role will be subject to full pre-employment background checks which may include, but is not limited to employment references, right to work verification, adverse financial checks, basic criminal record checks and risk database screening checks.

Key Skills

To perform this role, it is essential that you have the following skills:

- Professional proficiency in written and spoken French and English.
- Excellent verbal and written communication skills and the ability to organise and present information in a compelling way.
- Ability to design, implement and monitor effective project management.
- Understanding of, and ability to write and edit donor proposals and reports.
- Excellent influencing and negotiating skills.

Key Experience

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To perform this role, it is **essential** that you have the following experience:

- Demonstrated administrative, finance and programme management experience
- Demonstrated project management experience of significant donor-funded grants.
- Experience of working in an overseas location (preferably a developing country)
- Knowledge of donor regulations, policies and procedures
- Experience of proposal development
- A knowledge of reproductive health care (desirable)

Formal Education/qualification

- Educated to Degree level or equivalent.
- Post-graduate qualification in public health, international development, public management or related field (desirable).

Personal Attributes

MSI is dedicated to equal opportunity for all and recognises that every individual is unique. Whilst we always seek to embrace individual differences and celebrate the diversity of our workforce, we also want to ensure that every team member is suited to their role and that they are given the best opportunity to succeed.

The personal attributes described below have been developed in accordance with the job description and other contextual factors relating to the role and are considered **essential**.

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

- Committed to the protection of team members and clients, with a focus on vulnerable groups.
- Able to role-model inclusive and culturally sensitive attitudes and behaviours.
- Ability to work well with others in a team environment and across disciplines and cultures.
- Ability to work proactively, with an enthusiastic, positive and determined mind-set.
- Ability to manage a heavy and fluctuating workload as well as competing priorities and remain calm under pressure.
- Demonstrates MSI team member behaviours.
- Pro MSI philosophy of social enterprise and cost recovery
- Pro choice

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- Ability to travel at least 8 weeks a year; flexibility to travel as needed