

Job Framework:

JOB TITLE : Project & Communications Officer , Youth4Health



General role information

Job Title:	Project & Communications Officer (100%), Youth4Health (Y4H)
Reporting to:	Head of EC Project, Youth4Health
Salary Band:	15
Notice period:	1 month
Career Band:	8
Budget Responsibility?	Direct N Indirect Y
Direct Reports?	n/a
Client facing role?	no

Introduction:

MSI Reproductive Choices is one of the world's leading providers of sexual and reproductive healthcare. We believe that everyone should have the right to choose. From contraception to safe abortion and life-saving post-abortion care, we are committed to delivering compassionate, affordable, high-quality services for all.

Today, our organisation has over 9,000 team members working in 37 countries across the world. Our success lies in the fact that MSI teams are locally led, entrepreneurial and results-driven, and are passionate about delivering high quality, client-centred care in their own communities. As a social business, we focus on sustainable delivery, efficiency, and funding models that are built to last, so that the women and girls we serve today will have a choice in the future too.

We know that access to reproductive choice is life changing. For some, it can mean the ability to complete an education or start a career. For others, it means being able to look after the family they already have. For everyone, it means the freedom to decide their own future, creating a fairer, more equal world.

The role

This European Commission (EC) funded Youth4Health (Y4H) project is an adolescent-focused multi-country programme which aims to expand access to life-changing adolescent Sexual and Reproductive Healthcare (SRH) across 6 sub-Saharan African countries: Ethiopia, Ghana, Kenya, Sierra Leone, Tanzania, and Zambia. This is a flagship project for the EC within its SRH project portfolio and is implemented through a consortium which is led by MSI Reproductive Choices, under the leadership of the Head of EC Project. The EC expects a high level of relationship management and coordination with 3 pan-African SRHR projects being implemented through the same funding mechanism.

As a core member of MSI's Y4H Management Team (MT), the Project & Communications Officer (PCO) will contribute to the fulfilment of the MSI-led consortium's mission under the programme, taking responsibility for communications about the project with external and internal stakeholders and providing administrative and communications support to ensure the smooth implementation of the project. The

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PCO will support the development and implementation of a Y4H communications and visibility strategy and work closely with consortium partners to successfully implement the strategy, increasing knowledge and awareness of the project and ensuring compliance with EC communications requirements. Under the guidance of the EC Head of Project and working in close collaboration with MSI's Communications, Advocacy and Marketing Teams, as well as consortium partners at global and national levels, the PCO will support the development of a range of communications materials and their dissemination. The PCO will provide administrative support to the MT, ensuring strong consortium collaboration, communication and learning through the organisation of meetings, workshops, country visits etc and the creation and maintenance of shared systems and ways of working to ensure the achievements of the project are documented and communications, reporting and compliance requirements are adhered to.

Key Responsibilities

Communications support (60%)

- Together with Y4H partners, support the development and implementation of a communications and visibility strategy
- Liaise with other EC funded consortiums led by Health Action International, PLAN, Rutgers, MSI Reproductive Choices to ensure strong, coherent communications and visibility
- Work closely with MSI Global Support Office (GSO) and Country Programme (CP) Communications, Marketing and Advocacy teams to identify and leverage communications opportunities, as well as managing and mitigating risks
- Support MSI CPs and partners in the implementation of project-related communication and visibility activities based on best practices and lessons learned in the past
- Support Y4H partners where needed to collaborate with international media and high-profile guests/visitors by organizing project site visits including background materials, briefs and information kits as well as support on travel planning and administrative arrangements as required in close link with relevant HQ departments and country coordination
- Develop and edit Y4H communication materials such as capacity statements, briefing notes, articles, supplements, Human Interest Stories, picture stories, videos, etc.
- Manage external contractors such as designers, printers, editors etc for the delivery of Y4H communications products
- Prepare project management and communications materials for consortium meetings at global level and provide communications support to CPs with country coordination meetings (ppts, leaflets, 2 pagers)
- Together with the EC Head of Project, work closely with global and national Y4H partners to ensure strong, coordinated communications at key regional events and opportunities
- Ensure information about the Y4H project is regularly shared through internal communications platforms, such as lunchtime talks, More Together News etc
- Maintain an up-to-date inventory of contractual project communication and visibility activities/requirements and systematically follow-up communications and visibility activities/requirements
- Archive project related communication materials, including digital, such as publications, press releases and clippings, photographs, audio-visual materials, web resources etc. in the relevant project folders on MSI's intranet systems

Contract and project management support (40%)

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- Advise and input into project deliverables such as workplans, monitoring and evaluation frameworks as required
- Support quality and timely donor reporting and budget tracking resulting in the submission of high-quality narrative and financial reports. Support and/or lead project reporting by identifying and linking key successes, lessons, and emerging themes across the project portfolio, and working with teams to compile and edit reports. Coordinate with country teams to respond to donor queries on reports
- Ensure the grants database, MSI intranet files and other central repositories are up-to date, including electronic and hard copies of critical project documents (contracts, workplans, budgets, reports and approval documents)
- Work closely with MSI's Donor Finance Team and Regional Support Teams to monitor budget versus actuals, expedite partner payments, and allocate and monitor GSO and technical assistance expenditure against EC budgets ensuring appropriate coding and raising any areas of concern to the SPM and/or EC Head of Project
- Organise meetings, workshops, international travel, webinars etc in close coordination with the EC Head of Project, SPM etc

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

- Strong project management and organisational skills and the ability to multi-task, problem solve and prioritise to manage multiple and competing demands from internal and external stakeholders
- Excellent communication skills, including social media and multimedia skills, plus strong interpersonal skills
- Expertise in Microsoft Office Suite, particularly power point, as well as other applications (Adobe etc)
- Knowledge of existing and emerging online platforms and tools for meetings and workshop facilitation
- A demonstrated ability to meet deadlines, perform under pressure and reputation for consistently delivering results to a high standard
- Knowledge of reproductive health care and rights

Key Experience

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

- Demonstrable experience in a communications or grant management role, ideally in an international non-governmental organisation (INGO) or well acknowledged non-governmental organisation (NGO)
- Experience working with a range of internal and external stakeholders across organisations and across countries
- Experience developing and implementing communications and visibility strategies
- Experience creating a wide range of communication products (PPTs, videos, factsheets etc) targeting identified relevant audiences

Formal Education/qualification

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- Degree in related subject (e.g. communications, social sciences, international development or related field) or equivalent on-the-job experience in a communications and/or grant management role

Personal Attributes

We recruit talented, dynamic people with diverse backgrounds and experiences, all united by a belief in our mission and a focus on delivering measurable results. 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, curious, resilient, and solutions-oriented, and be committed to promoting equality, and safeguarding the welfare of team members and clients alike.

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

- A self-starter, able to manage discrete projects with autonomy, but also integrate close working as part of a team, sharing responsibilities on more complex pieces of work
- Pro-choice and committed to MSI's mission
- Integrity
- Driven by high quality results
- Determined to succeed
- Highly organised
- Demonstrates MSI team member behaviours and professional self-development.

Our Values

Mission Driven: With unwavering commitment, we exist to empower women and men to have children by choice not chance.

Client Centred: We are dedicated to our clients and work tirelessly to deliver high-quality, high-impact services that meet their individual needs.

Accountable: We are accountable for our actions and focus on results, ensuring long term sustainability and increasing the impact of the Partnership.

Courageous: We recruit and nurture talented, passionate, and brave people who have the courage to push boundaries, make tough decisions and challenge others in line with our mission.

Resilient: In challenging situations, we work together and support each other, adapting and learning to find solutions, whatever we're up against.

Inclusive: We believe that diversity is a strength. We all play our part in creating a culture where every team member can thrive, feel valued and contribute meaningfully to our mission, and where all our clients feel welcome and supported.

By signing below, you indicate that you have read and agree to this job framework.

Full Name:

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Signature:	
Date:	