

General role information	
Job Title:	Programmes and Special Projects Lead
Reporting to:	Head of Informatics
Salary Band:	16
Notice period:	3 months
Career Band:	5
Budget Responsibility?	N
Direct Reports?	0
Client facing role?	N
About MSI Reproductive Choices	
<p>At MSI Reproductive Choices we are unapologetically pro-choice. We believe that every woman has the right to make choices about her own body and her own future. As one of the world's leading providers of contraception and safe abortion care, we give women the means to do so. Our team members, working across 37 countries, provide high quality, safe services to women, when and where they need them. Because when a woman can determine her own future, she can contribute to creating a better, more sustainable future for everyone.</p> <p>MSI Reproductive Choices is committed to safeguarding: promoting the welfare and safety of everyone involved in the delivery or receipt of sexual and reproductive health services, especially children, young people and vulnerable adults. We are committed to ensuring diversity, and equality for all within our organisation and encourage applicants from diverse backgrounds to apply. We expect all staff and post holders to share our values and commitments.</p>	
The department/team	
<p>This role sits in the Informatics Team . The Informatics team sits in the global finance and consists of the following functions:</p> <ul style="list-style-type: none"><li>• Financial Planning and Report with responsibility for global management reporting, forecasting and budgeting</li><li>• Data Integrity – ensuring our service data is reported accurately and completely</li><li>• Programmes and Special Projects – leading on the administration of investment funds, the country programme incentive compensation scheme and leading on the programmatic aspects of the business planning.</li><li>• Financial Business partnering – supporting the global support office and global private sector provision operations with insightful analysis and simple tools to help stakeholders understand their business and budgets better</li></ul>	

### The role

This role reports to the Head of Informatics and has responsibility for managing the Group Investment Fund and ensuring that there is a strong link between the finance and international operations team through business partnering with the COO and regional support teams. The role will be a key participant in the global business planning cycle, providing support to regional and country finance teams throughout the process and working on analysis which allows the ET to understand and challenge the business plan.

### Key Responsibilities

#### Key Responsibility 1: Management of the project cycle for MSI's Internal Funding Mechanism

- Leading on the management of the GIF (Group Investment Fund) funding dedicated to International Operations (managed by the COO) and Strategic Projects (managed by the CFO and CEO), including: pipeline management; expenditure oversight; analysis and reporting; coordination and management of the GIF proposal processes; and integration of GIF into the annual operating budget and business plan.
- Ensure the appropriate contracting information for the respective GIF investments are managed by International Operations Management and other designated teams.
- Responsible for supporting the COO in the allocation of GIF funding allocated to International Operations during the annual planning process including forecasting, analysis, and reporting.

#### Key Responsibility 2: Business Planning

- Work with the FP&A manager to lead the global business planning and forecasting processes
- Lead on development of operational templates and narratives
- Lead on development of operational guidance for country teams working with teams from across GSO to consolidate tools and information
- Work with GPU to ensure that the donor deliverables are understood and reflected in the business plan
- Maintain and develop excel tools ensuring they are correctly set up and fit for purpose
- Provide technical support and advice to the regional and country teams to complete templates
- Produce analysis to help the ET understand the 'story' of the business plan and forecast
- Provide formal and informal training to the country and regional teams on important aspects of the budgeting and forecasting processes.

#### Key Responsibility 3: Reporting

- Responsible for monthly reporting of operational KPIs such as CYPs and SA/PAC cases.
- Support the Head of Informatics to produce regular reporting for the SAM, Executive team and

Board including the provision of robust analysis and commentary on the performance.

- Design, create and produce operational reports for decision support for senior management, regional teams and country programmes to analyse their performance and support the teams to deliver scale and efficiency. This includes support for refining channel and donor performance.

### Key Responsibility 4:

- Responsible for leading on the International Operations and Human Resources in the management of the International Operations incentive scheme using analytics from Informatics (including BP and FC data).
- Provide *ad hoc* analytical support where necessary.

Support the Head of Informatics with analysis and data processing when required

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

Please read this document in conjunction with the Person Specification for the role.

### Signature

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

**Full name:**

**Signature:**

**Date:**