

General role information	
Job title:	Deputy Project Director – USAID ACCESS
Reporting to:	Project Director – USAID ACCESS

Introduction

MSI Reproductive Choices (MSI) 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

MSI seeks an exceptional Deputy Project Director for an anticipated five-year, USAID-funded global family planning activity.

Accelerating Choice, Equity, and Sustainability for Services (ACCESS) will focus on advancing equitable, affordable, and sustainable access to family planning and reproductive health (FP/RH) information, products, and services. ACCESS will focus primarily on FP/SRH outcomes, at the system, facility, provider, community, and client levels. It will assist USAID-supported countries to constructively and creatively address persistent issues related to health access, equity, and quality of care, particularly for youth. Substantial engagement of local partners and stakeholders in the innovation and scale-up of evidence-informed and rights-based FP/RH service delivery will be vital for ACCESS to ensure client dignity, agency, choice, and good health.

Key responsibilities

The Deputy Project Director will be responsible for ensuring a smooth and efficient start-up for ACCESS, the effective day-to-day management of ACCESS core activities, and oversight of buy-in activities. They will lead the development and implementation of annual work plans, budgets, and reports, and oversee the monitoring and evaluation of results. They will play a key role in managing project partners and supporting individual projects under ACCESS to succeed. Key responsibilities:

All MSI Reproductive Choices job framework is subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices recruitment process, please do so via email to

recruitmentinbox@msichoice.org

- Support the Project Director to provide technical direction, oversight and quality control for project activities, and ensuring coordination and collaboration across all result areas and country-level projects.
- Provide functional guidance to project staff to ensure deliverables are met within timelines and budgets as needed.
- In the absence of the Project Director, represent MSI and the ACCESS project to the AOR, USAID's Office for Population and Reproductive Health in Washington D.C. and USAID country missions.
- Support the Project Director and MSI country programmes to secure country-level buy-ins to ACCESS and ensuring efficient and smooth start up of activities.
- Promote sustainability of project activities through effective networking, linkages to other programs, capacity building of project staff, and institutional strengthening of implementing partners.
- Ensure regular engagement with relevant technical specialists, including thematic team meetings both within the project, Missions, and host country governments.
- Provide leadership and technical assistance, as delegated by the Project Director, to country and regional-level leaders, technical experts, and senior administrative staff.
- Support the Project Director and program staff in the management of administrative functions, in accordance with USAID and MSI guidelines and policies. Identifying and mitigating risks associated with USAID funded programming.
- Identify any additional technical assistance needs required to achieve the expected project results and taking the lead on developing and implementing solutions.
- Oversee the development, review, and finalization of project documents including but not limited to – work plans; quarterly, semi-annual and annual reports; project assessments and evaluations; project briefs, presentations, and other documentation for knowledge management.

In addition, as part of the leadership team of a global flagship project, the Deputy Project Director will play a key role in supporting MSI's USAID engagement strategy, fundraising goals, and programme management expertise. They will be expected to support strategic engagement with USAID at country and global level and provide technical assistance to MSI's broader USAID programme portfolio as required.

Key skills

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

- Excellent understanding and demonstrated knowledge of USAID planning and reporting systems, operations, programming, structure, and family planning compliance regulations.
- Demonstrated leadership, management, coordination, teamwork, and planning skills, with proven ability to liaise effectively with and collaborate with diverse stakeholders, including global, regional, national, local, public and private partners ;
- Proven senior expertise in developing and implementing effective partnerships with partners, government entities, and donors ;
- Demonstrated ability to establish and maintain effective relationships across an organisation to achieve mutual objectives and maximise opportunities ;
- Exceptional problem-solving abilities and demonstrated confidence in handling difficult situations ;
- Excellent people and negotiation skills and ability to work effectively in cross-cultural settings and with a wide variety of stakeholders ;
- Fluent English oral and written communication skills; French oral and written communication skills highly desired ;
- Expertise in gender transformative programming is also desirable.

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Key experience

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

- At least ten (10) years' experience in international health programming, including at least seven (7) years' experience in senior-level management positions in large (\$30M+) and complex projects, and with a focus on family planning and sexual and reproductive health.
- Demonstrated understanding of, and experience in, managing sexual and reproductive health service delivery programmes.
- Knowledge and proven experience in technical leadership, strategy development, and staff oversight.
- Experience in youth-focused sexual and reproductive health programmes highly desired.
- Demonstrated experience in effectively engaging partners and managing multi-partner consortia.

Formal Education/qualification

- Master's degree or other advanced degree (PhD, MD) in a relevant field, such as medicine, public health, social sciences, or management.

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.

We seek exceptional individuals who are aligned to MSI's mission and entrepreneurial mindset. You must be a strong communicator, self-motivated and solutions-seeking, committed to driving social change in an environment that measures sustainable results and impact at an individual and global level. You must be able to work effectively with and across diverse teams and be comfortable with ambiguity.

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

- A strong supporter of the cause of family planning and a woman's right to safe abortion (pro-choice)
- Committed to the protection of team members and clients, with a focus on vulnerable groups
- Quality-focused and results-orientated
- Take initiative
- Highly organised and action orientated
- Decisive and confident
- Resourceful and determined
- Determined to succeed
- Self-aware
- Willing to travel (approximately 25% travel).

This position is contingent upon funding being awarded to MSI and on approval of the candidate by USAID. Candidates must have the legal right to work in either the United States, United Kingdom, or a country where MSI currently works.

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.