

# Job Description:

## Regional Programme Officer (RPO), WACA

General role information	
Job Title:	Regional Programme Officer (RPO), WACA
Reporting to:	Regional Operations Director
Career Level:	7
Salary Band:	15
Notice period:	1 month
Budget Responsibility?	No
Direct Reports?	No
Client/programme-facing role? (client/programme facing roles involve travel to overseas programmes and/or interaction with clients)	Yes
About MSI	
<p>At MSI 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 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>The International Operations Department plays a critical role in the work of our country programmes which deliver family planning and safe abortion services to our clients around the world. It is responsible for ensuring that our programmes are positioned to deliver results, drive growth, achieve programmatic and operational excellence, are committed to implementing best practices at scale, while simultaneously adhering to core programmatic and operational standards.</p>	
The role	
<p>To contribute to the fulfilment of MSI's mission by facilitating effective project and grant management, financial and narrative donor reporting and compliance and contributing to the development of strategies to improve capacity in our country programmes.</p>	

All MSI job descriptions are 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's recruitment process, please do so via email to [recruitment@mariestopes.org](mailto:recruitment@mariestopes.org).

# Job Description:

## Regional Programme Officer (RPO), WACA

### Key Responsibilities

#### Programme Management

- Annual business planning: Support country programmes with the development and implementation of business plans; facilitate Business and Strategic Planning workshops as required and support the Regional Operations Director (ROD) to review business plans.
- Monthly reviews of performance against annual business plan: Analyse monthly performance data using Infor-BI to feed into the month end review process and identify any potential risks, including donor deliverables and grant spend rates.
- Quarterly reviews and risk management support: Guide and support country programme teams in the preparation of Quarterly Performance Reviews to ensure clinical, governance, audit and other organisational risks are discussed during this process. Monitor progress any agreed actions including audit recommendations.
- Programme analysis and design: Undertake regular programme analysis and input in to programme design with country teams, ROD and Regional Finance Directors (RFD) as needed.
- Coordination of Technical Assistance: Liaise with country programme teams and advise on areas of support required for in-country technical assistance in accordance with programme business plans, project deliverables and key strategic donor priorities, such as youth, reaching the poorest, and gender equity.
- Standards and tools: Ensure effective roll out of MSI global standards and tools, in country programmes in collaboration with the relevant technical teams and the ROD. Monitor the effective implementation of tools once rolled out.
- Country representation and expertise: Be the MSI support office expert on country programme operations, context and approach. Represent your country programme(s) in the support office and other fora as required. Advise technical teams on country programmes.
- Human resources: Where necessary, support country programme SMT/EMT team members and support with the induction of senior country programme staff as required.
- New Business Development: In conjunction with the ROD and the Programme Design and Development (PDD) team, provide strategic input into new business development strategies and appropriate donor proposals including writing, reviewing and editing concept notes, proposals, budgets and work plans to donor specifications and to a high standard.

#### Grant Management:

- Project Implementation Monitoring: Monitor project performance to ensure projects are on track against KPIs. This includes monitoring project deliverables as well as spend rates, analysing budget versus actuals ensuring cost recovery against each grant and raising any areas of concern to the country programme and RST.
- UK budget management: Allocate and monitor LSO and TA expenditure ensuring appropriate coding and cost recovery against each grant and raising any areas of concern to the country programme and RST.
- Project deliverables: Advise and input into project deliverables such as workplans, monitoring and evaluation frameworks as required.

All MSI job descriptions are 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's recruitment process, please do so via email to [recruitment@mariestopes.org](mailto:recruitment@mariestopes.org).

# Job Description:

## Regional Programme Officer (RPO), WACA

- Financial management: Provide guidance and support to country programme on grant financial management and spending strategies.
- Donor Reporting: Working closely with the country programme and donor teams, support country programmes by reviewing and editing donor narrative and financial reports. Ensure reports are of high quality and include thorough analysis of results and deliverables and are submitted to donors on time. Files: Maintain up-to-date files MSI's in grants database including all grant documents including work plans, budgets, reports and approval documents.

### **Contractual and MSI Compliance:**

- Support country programmes to understand and comply with MSI standards on donor contract management and compliance, including contract amendment procedures. Raise non-compliance concerns with the Legal and Donor Compliance (LDC) team, Country Director and RST and appropriate. Liaise with donors as appropriate.
- Monitor implementation of projects and systems by carrying out regular monitoring during in-country visits and ensure feedback, follow up, and support based on the result of these activities

### **Capacity Building:**

- Skills Development: in liaison with country team and ROD, identify areas for capacity building in compliance and grant management. Facilitate country programmes to develop capacity in key skills such as project cycle management, donor report writing and proposal writing
- Skills Development continued: Represent country programmes in key LSO Technical Working Groups, feeding back outputs and outcomes to countries. Leverage cross-country/regional learning opportunities to ensure countries benefit from the learnings and best practice from across WACA and the global partnership.
- Capacity Building for strategic and donor priorities including around youth, poverty, disability, and gender equity; coordinate and provide hands on in country TA as needed.
- Provide close, hands on operational support to country programme Operations Directors and Channel Leads around strategic channel development priorities, Success Model implementation and scale up.

### **Other:**

Represent MSI in donor and other meetings as 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:**

# Job Description:

Regional Programme Officer (RPO), WACA

