

# Job Description:

## Regional Programme Assistant (RPA)



### General role information

Job Title:	Regional Programme Assistant (RPA), WACA
Reporting to:	Regional Operations Director (ROD), WACA
Salary Band:	13
Notice period:	1 month
Career Band:	9
Budget Responsibility?	No
Direct Reports?	No
Client facing role?	No

### About MSI Reproductive Choices

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.

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.

### The department/team

The International Programmes 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, and are committed to implementing best practices at scale, while simultaneously adhering to core programmatic and operational standards. The West and Central Africa (WACA) Regional Team supports four Sahel countries as well as Nigeria, Sierra Leone, Ghana and the Democratic Republic of Congo (DRC).

All MSI Reproductive Choices 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 Reproductive Choices recruitment process, please do so via email to

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### The role

The Regional Programme Assistant (RPA) is responsible for promoting and ensuring the smooth running of the WACA regional team. The RPA provides both a vital operational and coordination role through providing administrative and logistical support to the WACA team (50% level of effort) as well as effective project and programme management support to a specific country programme (50% LOE). Your duties will be varied and interesting and will include developing effective office systems; acting as a point of contact with other teams and departments; organising internal team meetings and events; making travel arrangements; developing donor narrative and financial reports; ensuring the MSI grants database is maintained and contains all relevant and current grant documentation and providing other project and programme management support as required.

### Key Responsibilities

#### **Grant and Project Management Support**

- Support the collation and analysis of project performance data by working directly with your country programme project assistants or equivalent to collect and consolidate country level data, work plans and reports for all projects;
- Review and edit donor narrative and financial reports and ensure the outputs are of the highest quality, including logical flow, and thorough analysis of results and are submitted to donors and other stakeholders ahead of deadlines;
- Closely monitor project spend rates with your country programme, identifying and resolving any risks and strengthening in-country capacity to effectively manage donor funded projects.
- Support donor compliance by ensuring that travel documentation, terms of reference (ToR), trip reports, quotations and other documentation is obtained and filed as necessary;
- Perform regular and thorough reviews of your country project files in the MSI grants database, ensuring they are current and up to date with all relevant contracts, agreements, modifications, narrative reports etc.;
- Support salary charging ensuring that project budgets are effectively and accurately used;
- Follow up and manage requests from other teams in MSI to WACA country programmes and vice versa, as well as maintaining communications with country programmes during the absence of a Regional Programme Officer
- Support the Regional Operations Director to embed MSI global goods across the WACA region

#### **Programme Management**

- Support your country programme with the development and implementation of annual business plans; facilitate Business and Strategic Planning workshops as required and support the Regional Operations Director (ROD) to review business plans.
- 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.
- Guide and support your country programme team 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.
- Undertake regular programme analysis and input in to programme design with country teams, ROD and Regional Finance Directors (RFD) as needed.

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- Liaise with country programme teams and advise on and coordinate areas of support required for in-country technical assistance in accordance with programme business plans, project deliverables and key strategic priorities.
- Ensure effective roll out of MSI global standards and tools in your country programme in collaboration with the relevant technical teams and the ROD. Monitor the effective implementation of tools once rolled out.
- Serve as the MSI support office expert on your country programme operations, context and approach and represent your country programme in the support office and other fora as required.

### **Travel and logistics support**

- Support WACA regional team, Sahel sub-regional team, external consultants and visiting country programme team members with travel arrangements, including booking taxis, arranging visas, preparing London meeting itineraries and organising accommodation
- Provide logistical support to external consultants;
- Advise MSI team members on security guidelines and policies, including providing up to date WACA country specific Welcome Packs;
- Coordinate MSI presence at external workshops in conjunction with other teams.
- Coordinate logistics for local and international MSI workshops including team building exercises and evening events. Research the location, negotiate prices and make contacts locally.
- Coordinate London events/meetings/conferences (room bookings, refreshments, preparation of agenda and other documentation, minute taking and distribution, assisting with PowerPoint presentations).
- Coordinate induction schedule for new WACA team members.

### **Administrative Support**

- Prepare requests for transfer of funds to WACA country programmes and consortium partners as per policy and procedure, be responsible for the submission and smooth passage of such request to other MSI teams for approval
- Coordinate regular WACA team meetings, agree agenda items with team members, take minutes, prepare any presentations or related documentation etc.;
- Code and process invoices and purchase orders for sign off by the Regional Finance Director and Regional Director as required;
- Taking the lead in the development and maintenance of WACA'S section of the MSI's intranet space
- Handle daily incoming calls, inquiries, emails and process accordingly;
- Review HR consultancy engagement forms, liaising with the MSI HR department on all consultant contracts, drafting consultant Terms of Reference (ToR) and maintaining a record of all WACA consultants;
- Assisting the WACA Regional Director with submission of monthly timesheet and expense claims, arranging meetings and taking minutes as requested.

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.

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### Signature

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

**Full name:**

**Signature:**

**Date:**

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