

# Job Framework: Programme Officer, Private Foundations

General role information	
Job Title:	Programme Officer, Private Foundations
Reporting to:	Projects Director / Head of project, Private Foundations
Salary Band:	15
Notice period:	1 month
Career Band:	
Budget Responsibility?	No
Direct Reports?	No
Client facing role?	No
Introduction:	
<p>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.</p> <p>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- centered 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.</p> <p>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.</p>	
The role	
<p><b>The Private Foundations team</b> develops and stewards MSI's relationships with core private foundation donors, ensuring effective oversight of foundation funds, building and maintaining excellent relationships with funders, driving programmatic excellence in line with strategic priorities and supporting country programmes to meet donor priorities. The Private Foundations team develops and stewards MSI's relationships with three main foundations: the Children's Investment Fund Foundation (CIFF), the Bill and Melinda Gates Foundation (BMGF) and a Large Anonymous Donor (LAD). The team oversees the technical design and execution of investments from these three donors and is responsible for safeguarding and advancing MSI's relationship with them as key contributors to achieving MSI's mission. The team provides organizational leadership to ensure that MSI's strategy, policy, systems and capacities are responsive to donor priorities and investments and that Foundations programming advances the MSI2030 strategy.</p>	

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**The Programme Officer** will be responsible for coordinating and supporting key private foundations (that could include CIFF, BMGF and LAD) within the Foundations team. Across those sub-teams there are several global programmes requiring support including:

- CIFF-funded multi-country project “Step-Up”. Step-Up is divided in two components: The first component (Step-Up 1) is a 2,5-year investment supporting seven country programmes in West and Central Africa to deliver last mile service delivery of sexual and reproductive health (SRH) services, shift social norms and support the transition to national ownership of SRH services. The second component (Step-Up 2) is a five-year flexible investment supporting MSI to deliver its 10-year MSI2030 strategy
- BGMG project portfolio including a multi-country innovative digital programme taking place in francophone West Africa.
- LAD-funded strategic flexible funding across 16 countries in the global partnership supporting the delivery of MSI230 strategy.

Working closely with the Senior Programme Managers in charge of these projects and directly reporting to the CIFF/BMGF/LAD projects director or head of project, the Programme Officer will coordinate and support donor reporting obligations, country programme implementation and budget monitoring. In addition, this role will be key in supporting the preparation of external donor engagement meetings and events and coordinate the overarching ways of working within the Foundations team (best practice, harmonisation of tools etc.). This is an exciting and internally high-profile role that requires excellent financial analysis skills, strong communication skills, analytical and problem-solving skills, excellent ability to work across teams to deliver results, and great attention to detail.

## Key Responsibilities

### Programme Management & Support

- Develops or adapts systems for **tracking progress against deliverables** and major activities in collaboration with the Senior Programme Managers, the International Operations Department and other teams. Supports development of country action plans to drive acceleration and turnaround.
- **Backstop support to country programs** in the implementation of their programming, coordinate progress review meetings with key project stakeholders
- **Identify key project implementation risks** early, monitors donor deliverables and coordinate with relevant teams to develop solutions, follow up on progress. Works closely with Senior Programme Managers to solve issues and if necessary, escalate to the Projects Director.
- Supports **monthly finance reviews of spend against budgets (on specific projects)**: coordinate with the Senior Programme Managers, Donor Finance team, regional and country finance teams to ensure correct charging of financial expenditure and strategic reallocation of funds. Maintains a system to track and monitor co-funding when required.
- **Monitors and tracks commodities and stock** across the donor portfolio of country programmes in close collaboration with the Procurement and supply chain teams, ensuring that country stock-out risks are foreseen in advance and have contingency plans in place wherever possible, and ensuring that key communications are shared with the donor where applicable.

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## Supporting donor engagement

- Supports and/or leads project reporting by identifying and linking key successes, lessons, and emerging themes across the project portfolio, and working with country teams to compile and edit reports. Coordinate with country teams to respond to donor queries on reports.
- Supports quality and timely **donor reporting** for portfolio projects, including historical achievement and trend analysis, resulting in the submission of high-quality narrative and financial reports.
- Effectively presents project results and data in graphical form to support the development of **presentations for regular donor engagements**, and to respond to any ad hoc, time-sensitive requests for data trend analysis or learnings sharing.
- Supports with the development of pitches, **donor engagement briefs** and new proposals as and when required - working closely with the Senior Programme Managers, Projects directors and Programme Design and Development team.
- Maintains the donor engagement strategies up to date with inputs from Senior Programme Managers, projects director and other key teams responsible for delivering on donor engagement workplans.

## Knowledge management

- **Supports project learning** and, if / as applicable support s learning events
- **Maintains files and correspondence** for effective programme management including updating the grants database, maintaining project and donor folders on Sharepoint up to date.
- Supports team efforts to ensure that **projects data** reported to donors is of the highest standard and coordinated, including implementation and **documentation** of data validation/verification initiatives and control processes, working closely with country teams and tracking follow-up actions.
- Supports a better understanding of the impact of our work, through use of internal data tools; understands, analyses, interprets and present data for reporting and decision making .

## Key Skills

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

- Ability to work in a diverse and inclusive environment, respecting and collaborating with all individuals equally, and with a commitment to overcome bias and prejudice
- Accuracy and attention to detail; highly numerate and analytical.
- Strong communication skills in both English and French – written and verbal; diplomatic and able to manage sensitive information.
- Highly developed interpersonal skills, including cross-team negotiating and relationship building.
- Strong report writing skills in English

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- Ability to manage multiple tasks in high-paced environment.
- Advanced Excel skills.

## Key Experience

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

- At least 2/3 years work experience at a comparable agency or organization essential (such as an international NGO, donor agency, or private foundation). Previous country programme implementation of large-scale programmes experience desirable.
- Proven experience in successfully supporting projects and coordinating teams
- Strong finance management experience including budgeting, budget tracking and analysing financial performance.
- Proven experience working cross-team, generating consensus and support from multiple internal stakeholders, and leading people through complex processes.
- Understanding of the sexual and reproductive health and family planning fields desirable.
- Excellent verbal presentation skills.
- Excellent written communication skills: ability to organise and present information in a compelling way to a range of audiences
- Able to influence to strengthen and improve quality and timeliness of programme deliverables, processes and technical support without direct line management or control
- Demonstrated ability to meet deadlines, perform under pressure and reputation for consistently delivering results to a high standard

## Formal Education/qualification

- Educated to degree-level desirable, master's degree desirable.

## 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:**

- Committed to the protection of team members and clients, with a focus on vulnerable groups
- Able to role-model inclusive and culturally sensitive attitudes and behaviours
- Ability to manage a heavy and fluctuating workload. Results orientated
- Demonstrates MSI team member behaviours
- Pro-MSI philosophy of social enterprise and cost recovery
- Ability to travel up to 12 weeks a year
- Pro-choice

## Our Values

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

**Client Centered:** 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:**

**Signature:**

**Date:**

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