

## Public Sector Partnerships and Advocacy Director

### About Marie Stopes Papua New Guinea

The Marie Stopes Papua New Guinea (MS PNG) mission is to ensure individuals' fundamental right to have **children by choice, not chance**.

MSPNG is part of the MSI global partnership, which works to improve the health and quality of life of women, men, and their families. MSI is a marketing-focused, data-driven and results-oriented social business that uses modern management techniques and approaches to provide quality family planning (FP) and sexual and reproductive health (SRH) services in more than 37 countries worldwide.

MSPNG works with local partners and the Government of Papua New Guinea to provide quality, affordable and accessible services to over 40,000 men, women, and young people every year.

### The Role

Job Title:	Location:	Reporting to:	Probation:	Level
Public Sector Partnerships and Advocacy Director	Port Moresby	Country Director	3 Months	A/Int

The key functions of this role are to **strengthen** MSPNG's relationship with national and provincial governments; and to **lead** and **manage** MSPNG's programs and projects focused on strengthening public sector health initiatives around family planning, in line with MSI's *Your Body, Your Choice, Your Future 2021-2030* strategy, MSI channel priorities and strategies, and MSPNG business plans.

The Public Sector Partnerships and Advocacy Director (PSPAD) is responsible for growing the influence of MSPNG on family planning policies and programs in PNG, through developing and maintaining MSPNG partnerships. This requires identifying and pursuing new partnership opportunities, and strengthening existing partnerships, programs and projects. The PSPAD manages for results, valuing and rewarding high performance; accountability; speed and efficiency; and innovation; while keeping the client at the heart of everything we do.

The PSPAD is a part of the Executive Management Team (EMT). The EMT members work together and are mutually accountable to one another in their responsibility to ensure achievement of the strategies, aims and objectives of MSPNG as set out in the annual business plan and other long-term strategies.

The PSPAD will work closely with MSI and MSI Australia counterparts to ensure alignment of MSPNG priorities to global and regional needs and best practices, and to share learnings.

This position is based in Port Moresby, with regular travel to MSPNG provincial bases and to engage with government stakeholders.

### Objectives

1. **Grow** the influence of MSPNG on family planning policies and programs in PNG by leading advocacy efforts as well as approaches and activities that strengthen MSPNG partnerships with the national government, provincial governments, and other relevant stakeholders
2. **Lead** MSPNG's public sector strengthening (PSS) portfolio of activities, particularly the National Family Planning Training Program (NFPTP), by managing key relationships, and developing strategies to build and consolidate a diversified program which responds to government needs, and which complements the initiatives of other development partners.
3. **Sustain** MSPNG's programming into the future by leading the program design and development function to generate new funding.

## Values and Attitudes

It is a role requirement that the PPDD will fully comply with, promote, and live the **MSI CORE VALUES**:

Mission Driven	Client Centred	Accountable	Courageous
With unwavering commitment, we exist to empower all young people, women and men to have children by choice, not by chance.	We are dedicated to our clients and work tirelessly to deliver high-quality, high-impact services that meet their individual needs.	We are accountable for our actions and focus on results, ensuring long term sustainability and increasing impact of the Partnership.	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.

## Attitudes

It is also a role requirement that the PPDD will embrace the four **CORE ATTITUDES** of MSPNG:

We are professionals	We communicate
We show respect	We are pro-active

## Key Responsibilities

### Public Sector Strengthening Strategy

- Contribute to MSPNG's strategy and future program direction, including five-yearly strategy and annual business plans.
- Lead MSPNG's integration as a key non-state actor and service delivery partner into the PNG public health system.

### External Relations and Advocacy

- Provide an initial point of contact for all national and provincial government counterparts, keeping the EMT and/or Country Director abreast of developments.
- Oversee public sector oriented advocacy activities and ensure MSPNG has current and accurate intelligence on subject matter relevant to MSPNG's reputational benefit, or risk. This includes leading and advancing MSPNG's advocacy around Safe Abortion and Post-Abortion Care.

### Public Sector Strengthening Program Management

- Establish a high-performance culture through effective oversight of operational planning, based on MSI Success Models; monitoring implementation against work plans; and regular performance feedback.
- Spearhead development and implementation of all necessary MSPNG policies and guidelines required for the NFPTP (and other PSS initiatives).
- Consult with EMT and senior management team (SMT) members to develop business plans, work plans, budgets and other planning documents based on identified PSS needs and priorities.

## Job Framework

- Ensure the PSS channel manager collaborates and cooperates with all relevant departments to leverage the support required to deliver high quality and productive outcomes.
- Collaborate closely with the Service Delivery and Community Engagement Director to identify approaches to improve effective demand creation for MSPNG services.
- Collaborate closely with the Projects and Donor Relations Director to ensure PSS is supporting and being supported by the Projects teams (project finance, communications, and monitoring and evaluation).
- Collaborate closely the Clinical Services team to ensure that clinical governance and clinical quality are met in a timely and cost-effective manner.
- Improve client outcomes by addressing problems and concerns, and supporting the PSS manager to correct any quality, compliance, operational or client care issues affecting service delivery.
- Ensure all PSS staff comply with all reporting deadlines, including those for stock, finance, fleet, CLIC and/or ORION data, and payroll.
- Effectively use MSI performance management tools (InfoBI and Dashboards) and other MIS data to drive evidence-based decisions about channel performance, focusing on productivity, and the efficient delivery of high quality and cost-effective results.
- Conduct regular supportive supervision to ensure teams are supported and adhering to the set standards.

### People Management

- Oversee and supervise the work of the PSS team and the NDOH Technical Officer to ensure activities are in line with performance expectations and schedules, and to ensure that managers are providing strong and effective leadership of their teams.
- Develop and continually strengthen the capacity of line managers to deliver PSS KPIs through training and mentoring, and through a process of continuous performance management and feedback.
- Support the Human Resources team in recruitment decision-making, including candidate short-listing, interviewing and selection.
- Ensure that new staff members are comprehensively inducted into their roles and are provided with ongoing training and support through their probation period.

### Business Development

- Monitor and generate new funding opportunities for MSPNG
- Lead program design, proposal writing and new business development initiatives liaising with business development and projects counterparts at MSIA.
- Collaborate closely with the Donor Projects, Clinical Services, Finance and Service Delivery divisions during new business and proposal development and finalisation, to ensure alignment and integration with existing projects, initiatives and approaches.

### Resources Management

- Support finance and operations functions (including procurement, supply chain and fleet) by ensuring all GPSR staff comply with policies and procedures, advising these functions on changes that would improve organisational efficiency.

## Job Framework

- Oversee division budgets; review project financial reports for decision making; and monitor financial transactions, providing appropriate approvals.

### Qualifications

- Post-graduate Degree in relevant field – Public Health , Business Administration and Management, Business / Commerce (or relevant project management experience).

### Knowledge and Experience, Skills and Attitude

#### Technical Knowledge and Experience

- At least 10 years working in international development, health or a related field. Experience in a developing country setting strongly preferred.
- At least 5 years of experience in a management position, preferably in project management or health management.
- Strong knowledge about and understanding of key stakeholders in the health sector in PNG.
- Strong project management and monitoring and evaluation skills
- Experience in strategic planning, risk management and performance management.
- Evidence of building strong relationships with national & provincial partners .
- Experience in NGOs is an advantage.

#### Skills

- Leadership and management skills to motivate high performing teams and encourage innovation and creativity.
- Clear ability to identify and set performance deliverables, and to manage the performance of remote teams.
- Budget management.
- Capacity to build strong relationships with national and provincial partners.
- Excellent verbal, written and presentation skills.
- Sound computer skills, including MS Office suite of programs.
- Ability to work without close supervision, managing competing priorities and meeting deadlines.

#### Behaviours

- **Initiative:** Thinking ahead and taking appropriate actions to make the most of opportunities by finding the optimum solution
- **Innovative:** Thinking creatively and outside of the box so that ideas generated create a positive outcome
- **Effective Communication:** Communicating through active listening and good questioning techniques. Using appropriate body language, ensuring information is clear.
- **Responsive:** Being responsive to changing priorities and demands
- **Efficient:** Planning, prioritising, organising work to ensure work is accurate and deadlines are met
- **Sharing Information:** Sharing information and knowledge whilst maintaining confidentiality
- **Focus on Learning:** Take responsibility for keeping knowledge and skills updated and seeking opportunities to develop further

## Job Framework

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- **Commitment:** Awareness and understanding of goals, vision and values and how your role impacts on this and going the extra mile to role requirements
- **Driven:** Drive and determination to deliver results
- **Accountable:** Taking responsibility for appropriate decisions that you make, and the actions and the behaviour that you demonstrate
- **Embracing Change:** Openness to embracing change within the organization and being able to adjust plans/activities accordingly
- **Motivated:** Motivation towards achieving quality results to maximise potential
- **Team Player:** Working as part of the team by being supportive, flexible and showing respect for each other

I have read the job requirements and I confirm that I clearly understand the job expectations.

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Name

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Signature

**JF Approved By:**



**Position:**

Country Director

**Date:**

25/01/2021

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