

Job Description:

Regional Programme Officer



General role information

Job Title:	Regional Programme Officer, ESA
Reporting to:	Regional Operations Manager, ESA
Salary Band:	15
Notice period:	1 month
Career Band:	7
Budget Responsibility?	N
Direct Reports?	N
Client facing role?	N

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 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, and are committed to implementing best practices at scale, while simultaneously adhering to core programmatic and operational standards.

The East and Southern Africa (ESA) regional support team are based across multiple locations and form part of the broader International Operations Department. We are the key focal points for our country programmes in Uganda, Madagascar, Zambia, Tanzania, Zimbabwe, Malawi, Kenya, Ethiopia and Yemen.

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 Officer will contribute to the fulfilment of MSI Reproductive Choices mission by facilitating effective project management, financial and narrative reporting and compliance, and contributing to the development of strategies to improve capacity in our country programmes in the ESA region.

Key Responsibilities

Programme Management

- Annual business planning: Support country programmes on the development of business plans, as required. Support the Regional Operations Manager to review business plans.
- Work closely and collaboratively with the Regional Operations Manager to identify areas for capacity building in compliance and grant management within the region, to facilitate country programmes to develop capacity in key skills such as project cycle management, donor report and proposal writing.
- Quarterly reviews of performance against annual business plans: Analyse quarterly performance data using country programme management reporting packs (MRPs), monthly MRPs and other programme data, feeding into the quarterly review process.
- Support Regional Operations Manager to monitor KPIs, audit recommendations and technical assistance action plans.
- Business plan key performance indicators (KPIs): Support country programmes to meet their business plan KPIs, working in collaboration with other technical teams as appropriate.
- Programme analysis and design: Undertake regular programme analysis and input in to programme design with country teams and other members of the regional support team and the Global Programmes Unit as needed.
- Coordination of Technical Assistance: Liaise with country programmes and central functions, advise on areas of support required for in-country technical assistance in accordance with programme business plans and project deliverables.
- Standards and tools: Ensure effective roll out of MSI global standards and tools, in country programmes in collaboration with the Regional Operations Manager, technical teams and the Regional Strategic Business Director. Monitor the implementation of tools once rolled out.
- Country representation and expertise be the MSI support office expert on country programme operations, context and approach. Represent country programmes in the support office and other fora as required. Advise technical teams on country programmes.
- Human resources: where necessary, support SMT/EMT country programme team members and support the country programme HR team with the induction of senior country programme staff.
- Undertake routine monitoring of data with country programmes to ensure regular and effective use of the software and data leading to more sustainable centre networks.
- New Business Development: In conjunction with the Regional Operations Manager and the Programme Design and Development 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.

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Grant Management

- Lead on the monitoring of project performance with country programmes for MSI support office to ensure projects are on track against KPIs. This includes monitoring project deliverables and budget versus actuals ensuring cost recovery against each grant and raising any areas of concern to the appropriate Regional Operations Manager and Regional Finance Director
- UK budget management: Allocate and monitor HQ and TA expenditure ensuring appropriate coding and cost recovery against each grant and raising any areas of concern to the appropriate Regional Operations Manager.
- Project deliverables: Advise and input into project deliverables such as workplans, monitoring and evaluation frameworks as required.
- Financial management: Provide guidance to country programmes on project financial management and spending strategy
- Donor Reporting: Support country programmes by reviewing and editing donor narrative and financial reports. Ensure reports are of high quality including thorough analysis of results and deliverables and are submitted to donors on time.
- Files: Maintain up-to-date files - electronic in grants database and hard copy - of all grant documents including work plans, budgets, reports and approval documents.
- Guide and support country programme teams in the preparation of Quarterly Performance Reviews

Contractual and MSI Compliance:

- Advise country programmes on MSI standards and donor contract compliance. Raise non-compliance with the Legal and Donor Compliance team, Country Director, Regional Operations Manager and Regional Director as appropriate.
- Monitor implementation of systems by carrying out regular monitoring visits, and ensure feedback, follow up, and support based on the result of these activities

Capacity Building for compliance and project management:

- Skills Development: In liaison with the Regional Operations Manager, 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
- Advise country programmes on contract management including contract amendments. Liaise/be the focal point with donors as appropriate.
- Review and advise on contracts in collaboration with country programmes and the Legal and Donor Compliance team.

Other:

- Represent MSI in donor and other meetings as required, including while on visits to country programmes.

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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