

General role information	
Job Title:	Programme Officer, Government & Multilateral Programmes
Reporting to:	Senior Programme Manager
Career Level:	6
Salary Band:	15
Notice period:	1 month
Budget Responsibility?	No
Direct Reports?	No
About MSI	
<p>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.</p>	
The department/team	
<p>The Partnerships &amp; Philanthropy (P&amp;P) team is a newly created function that brings together MSI's donor fund generation, relationship management, and project stewardship resources. The function is designed to secure the donor funding pipeline required to deliver MSI's ambitious 2030 strategy goals, and stewardship existing relationships, and contract deliverables. The function brings together the Global Programmes Unit (managing existing grants and contracts), Project Design and Development (building programme design for new and future programmes), and our private philanthropy and fundraising teams, including the US fundraising office. P&amp;P will handle approximately £150mn of existing grants and contracts, maintain and development the relationships which underpin these, and generate c. £100mn of additional funding via new relationships, especially philanthropic, HNWI's and private giving, as well as impact investing.</p>	
The role	
<p>The Programme Officer will contribute to the fulfilment of MSI's mission through coordination of support to our Government &amp; Multilateral Programme. The Programme Officer will support projects expanding the provision of SRH services to hard-to-reach, marginalised and underserved populations in addition to advancing SRH rights, policy and advocacy.</p>	

The Programme Officer will facilitate and monitor delivery of effective and consistent project management practices, donor compliance and strategies to improve capacity in our country programmes, including in francophone West Africa.

#### **Programme Management and Support:**

- Ensure quality and timely donor reporting and budget tracking for selected funded projects, including historical achievement and trend analysis, resulting in the submission of high-quality narrative and financial reports.
- Support internal management of specific donor funded programmes (and any subsequent flow-down contracts), including: implementation monitoring (activity, budget, compliance, delivery against project KPIs) and preparation of documents and responses relating to P&P information requests.
- Provide support to implementing partners/agencies.
- Management of project budgets and oversight of transaction listings. Ensure timely receipt of funds disbursement and process transfers of funds.
- Maintain files and correspondence for effective programme management including updating the grants database and coordinating the renewal of contracts.

#### **Coordination and Data oversight:**

- Understand, analyse, interpret and present data for reporting and decision making
- Support team efforts to ensure that global programme data reported to donors is of the highest standard and coordinated, including documentation, analysis and monitoring of data.
- Support a better understand the impact of our work, through use of internal data tools to generate data results and trends (training on the tools will be provided).
- Effectively present data results in graphical form for presentations internally, and respond to any ad hoc, time sensitive requests for data trend analysis
- Respond to requests for analytical support from Country Programme colleagues as appropriate.
- Support the implementation and documentation of data validation/verification initiatives and control processes, working closely with country teams including tracking follow-up actions.

#### **New Business Development & Policy Analysis:**

- Support with the development of new proposals as and when required - working closely with the Programme Design and Development team, and donor leads.
- Generate and maintain the GPU team's inputs onto the organisation's Customer Relationship Management (CRM) system

#### **Compliance:**

- Work with country programmes to ensure compliance with key donor requirements
- Oversee the generation of key compliance reports for relevant donor projects.
- Support risk management and review processes across the P&P funding portfolio.

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:**