

# Job Framework: Senior Advisor Program Design and Development

## Job Framework

Job Title	Senior Advisor, Program Design and Development	Work Type	1.0 FTE
Location	Melbourne, Australia	No. of Direct Reports	None
Reporting to	Director, External Relations	Budget Responsibilities	Nil

### The Organisation

At MSI 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. Across 37 countries, we provide high quality, safe services, and work with advocacy to create an enabling environment, so every client has safe access to services when and where they are needed. Because when a woman can determine her own future, she can contribute to creating a better, more sustainable future for everyone.

MSI is committed to creating an inclusive environment with a workforce which is representative of the communities we serve. We're proud to be an equal opportunities employer and give equal consideration to all qualified applicants without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age. We are committed to promoting equality and safeguarding the welfare of all team members and clients, with a focus on vulnerable groups.

### The Function

The **External Relations team**, as part of MSIA's International Programs Department, plays a critical role in driving the strategic growth of our global partnership, with a focus on MSI's Pacific Asia country programs, by driving external fundraising and building a donor base, raising the profile of sexual and reproductive health and rights (SRHR) and developing and maintaining relationships with key donors and external partners. The External Relations team are responsible for diversifying our external funding base and increasing the overall financial sustainability of our country programs to deliver services for women. The team plays a pivotal role in strengthening regional and local capacity in the design of our health programming.

This role also forms part of the (global) **Evidence and Insights team**; a valued strategic source of technical leadership and support in producing, interpreting, and using high-quality evidence in order to fulfil MSI's mission.

### The Role

Working alongside MSI's global **Programme Design and Development (PDD) team**, this role primarily supports country programs to develop dynamic and successful proposals and tenders for institutional donors, including bi-lateral and multilateral donors and host country governments. This role works closely with country and technical teams across the organisation to lead the development of single- and multi-country proposals, including lead writing and bid coordination. This role also plays a key role in developing country fundraising strategies, facilitating project design processes, engaging with partners related to potential and specific business development opportunities, and building the capacity of MSI country programs to execute effective new business development strategies.

Working alongside MSI's global **Innovation, Evidence and Research**, this role also supports and strengthens the capacity of country staff to: write high-quality research, monitoring and evaluation (RME) plans, aligned with MSI global research priorities; deliver against RME plans, ensuring country team members are fully aware of and able to successfully employ MSI's tools and guidance; and, routinely and succinctly share evidence of what works.

This position requires flexibility with work hours as deadlines approach, and during travel periods (approximately 10% travel).

## Key Responsibilities

- **Developing funding proposals:** Manage all aspects of the proposal development process including: lead technical writing; supporting or leading the coordination of the proposal development and submission process; supporting the development of the technical and cost strategy; ensuring that the process adheres to MSI procedures and requirements; and ensuring that the final cost and technical proposals are responsive to all donor requirements. Provide on-going support to country programs and support office teams in proposal development and provide in-country technical assistance to facilitate the proposal process and build capacity, as required.
- **Tracking, identifying and responding to specific opportunities:** Identify and pursue partnership and funding opportunities from major funders of sexual and reproductive health programming, particularly bilateral and multilateral donors. Manage relationships with partner organisations related to potential and specific funding opportunities.
- **Coordinating efforts between MSI and partner organisations:** Identify and establish partnerships and consortia (NGOs, Contractors etc) for bid development in collaboration with Director, External Relations, and lead the coordination of the proposal development process for proposals and budgets submitted in partnership with other organisations.
- **Developing country fundraising strategies:** Collaborate with senior management including Regional Directors and Country Directors to develop action plans for new business opportunities for countries. Research and produce internal briefs on topics and issues related to new business development (e.g. donor profiles, partner organisation profiles, briefings for meetings and conferences). Contribute to the development, implementation and review of MSI's new business development goals and strategies.
- **Advising on donor priorities:** Track donor funding trends, policies and priorities and communicate these to MSI Country Directors and support teams. Research and analyse donor calls for funding applications including tenders, expressions of interest and requests for proposals.
- **Support the development of donor relationships:** Work closely with country programs, the Director, External Relations and technical support teams to develop co-ordinated approaches and communication with new and existing donors and partner NGOs.
- **Contribute to the continuous improvement of MSI's systems:** Keeping PDD and RME systems updated, while contributing to the development of better tools, systems, techniques and strategies for identifying, tracking, and pursuing new business opportunities, developing proposals and budgets, and managing institutional knowledge. This includes updating capability statements, country program and/or project write-ups, development of presentations and maintaining a database of previous proposals and learning captured during the proposal preparation process.
- **Provide policy and advocacy support:** Provide support to the Director External Relations as required, representing MSIA in external stakeholder meetings/groups, donor meetings, sector working groups, conference and strategic events in support of MSIA's advocacy objectives. Develop and disseminate information and materials such as Parliamentary Inquiry submissions, thematic and SRHR position papers to increase the visibility of MSI among targeted external stakeholders, to position MSI as a thought leader in the sector, and to support change among policy makers and key decision makers.
- **Ensure high quality research, monitoring and evaluation activities in the PAT region:** Take an active role in co-developing, reviewing, and being involved in country program-level research, learning and evaluation activities. Facilitate the submission of research protocols to the MSI independent ethics review committee. Review and help finalise annual and project-specific M&E plans. Ensure that performance measurement indicators align with MSI global standards, and that all evidence-generating activities are adequately planned and budgeted for.
- **Roll out evidence-based decision-making performance tools:** Ensure that country program evidence teams are able to use all research and evidence generated, including through CLIC (MSI's client management system) and the client exit interviews, in order to make better management decisions. Support country teams to collect and use relevant market and social information from sources such as DHSs, census, and independent research carried out by others.
- **Enable the capture and sharing of program learnings:** Guide local evidence teams in setting up evaluation and learning activities at the *beginning* of each delivery project, in order to learn 'what works'. Enable local evidence teams to articulate the impact of service innovations, which can then be shared with the partnership.
- **Support strategic capacity building:** build country program capacity for program design, research, monitoring, and evaluation through remote support, in-country support, training, workshops, the development and dissemination of toolkits, and other sustainable means.

## Skills and Experience

### Qualifications

- Relevant Degree (MPH, MA, MBA desirable) or equivalent;

### Experience

- Demonstrated experience working in international program management, business development, or international development. Experience in international health and with bilateral donors including Australian Department of Foreign Affairs and Trade (DFAT);
- Proven track record of developing technical strategies for complex proposals and in securing high-value contracts from donors, foundations, and trusts;
- Proven experience in strategic planning, programmatic design and budget development;
- Experience and demonstrated ability to manage a heavy and fluctuating workload;
- Experience in working with statistical and financial data
- Developing country work experience (desirable)

### **Skills**

- Proven relationship building skills and ability to work collaboratively and effectively in cross-cultural settings and with a wide variety of organisations;
- Outstanding English writing skills. Applicants may be required to undergo a written evaluation as part of the recruitment process;
- Exceptional problem solving abilities and to perform effectively under pressure;
- Solid analytical skills and ability to present complex concepts in clear and concise formats;
- Excellent interpersonal and negotiation skills;
- Advanced computers skills (Word, Excel, PowerPoint, Adobe);

### **Personal Attributes**

- Pro-choice.
- Team player; energetic, enthusiastic and positive.
- Quality-focussed and results-oriented.
- Calm under pressure
- Strong attention to detail and follow-up
- Ability to take initiative and achieve results with limited supervision;
- Highly organised
- Confident and professional.
- Responsive, resourceful and determined.
- Sound judgement.
- Emotional intelligence
- Integrity

# MSI Behaviours and Values

## Leadership Behaviours

- **Develop yourself:** You actively seek opportunities to develop and stretch your leadership capability. You respond positively to situations that require you to improve and grow. You continuously evolve your strengths and awareness of areas for development by seeking and reflecting on coaching and feedback from others in order to improve your own performance and impact. You are open to others' perspectives and the opportunities this presents to change your behaviour. You proactively maintain your own well-being in order to be able to perform to your full potential; you take care of yourself holistically
- **Be accountable and take ownership:** You hold yourself responsible /answerable for your actions. You accept responsibility for the outcomes expected of you—both good and bad. You don't blame others. You don't blame the external environment. You take the initiative to influence outcomes. You accept responsibility for your mistakes, you learn what you can, and you plan to do better next time. By taking ownership, you address shortfalls
- **Be resilient:** You conduct yourself professionally when dealing with set-backs and you commit to learning from your experiences. You demonstrate a positive and inclusive approach to problem-solving. You think and act clearly under pressure and you seek feedback on others' experience of you
- **Be a compelling and influential communicator:** You communicate effectively at all levels both within the organisation and with external stakeholders and partners. Others experience your communication style as effective, inspirational and as having a positive impact. You actively listen with the intent to understand, giving others the confidence that you are committed to valuing their contribution
- **Insist on excellence:** You hold yourself and others accountable for meeting expectations. You never tire of seeking out better ways for your team to consistently deliver expected business results and deliver exemplary performance. You clearly communicate performance expectations and provide clear, honest and meaningful feedback when these are not being met. You engage in effective dialogue with under-performers as soon as performance issues arise; you act decisively and effectively to address any poor performance issues, following correct organisational procedures
- **Lead with authenticity, integrity and empathy:** By conducting your relationships with honesty, integrity and openness you are recognised as a leader whom others trust. In developing your relationships with others you demonstrate genuine empathy, build rapport, collaboration and mutual commitment at all levels in MSI. You are consciously aware of the impact you have on those around you and you strive towards having a lasting, positive effect. You demonstrate understanding and respect for cultural, religious, gender and racial differences. You treat people of all backgrounds fairly and respectfully
- **Develop others; strengthen, nourish and nurture future talent:** You dedicate time and commitment to effectively managing and developing the talent pipeline within your team and across MSI globally whilst ensuring resources, responsibility and authority for all deliverables are clearly assigned. You guide and encourage others to explore their own learning from external sources. You understand how to nurture creativity, courage and innovation in others, stimulating and stretching them on their professional development journeys. You role-model effective coaching and are recognised for embedding a sustainable coaching culture at MSI
- **Focus on customers:** You strive to consistently meet and exceed client expectations, always treating clients with dignity and respect. You understand who your internal and external customers are, how to meet their expectations and you build great relationships in order to do so. You build and cultivate effective working relationships with all external stakeholders, including suppliers, customers, government and donors. You are an ambassador for "One MSI" and our Power of Ten strategy, keeping clients at the centre of what we do
- **Consistently deliver world class performance and results:** You progressively look for ways to innovate and move MSI forward, and are excited by taking appropriate risks to do this. You are energised by seizing new opportunities that strive towards improving organisational performance. You understand and adhere to all MSI's functional and operational strategies and processes. You demonstrate good judgement in decision-making, you are decisive and implement decisions effectively
- **Lead, manage and support organisational change:** You understand how to harness effective strategies to facilitate organisational change. You take a positive stand for all change initiatives across MSI, effectively managing resistance to change. You are inclusive of the right people at the right time during each stage of the change journey, sharing well-timed communication regarding the objectives and outcomes of organisational change with relevant parties. You positively engage others in the opportunities that change presents and collaborate on change initiatives wherever possible
- **Be a visionary:** You are able to create vision for others; this means you identify actions and activities that you communicate at every level within your team which in turn deliver MSI's vision. You bring people together to work towards a common vision, providing clear direction, motivation and inspiration. You place MSI's gain above personal gain. You are a recognised ambassador for MSI externally.

## Team Member Behaviours

- **Show initiative:** you think ahead and take action to make the most of opportunities by finding the best solution
- **Innovate:** you think creatively and suggest ideas that lead to a positive outcome
- **Communicate:** you demonstrate that you are listening and asking the right questions, using appropriate body language, ensuring all information you share is clear and concise
- **Be responsive:** you respond positively when priorities change and others seek your support
- **Work efficiently:** you plan, prioritise and organise your work, to ensure it is delivered accurately and on time
- **Share information:** you share information and knowledge to help others and keep it confidential when appropriate to do so
- **Focus on learning:** you keep your knowledge and skills up to date and take responsibility to discuss your development with your manager and find solutions
- **Show commitment:** you understand MSI's goals, vision and values and how your role impacts on these and are happy to put in extra effort to meet the requirements of your role
- **Be accountable:** you take responsibility for the decisions that you make and the actions and behaviours you demonstrate
- **Embrace change:** when faced with change, you support this by behaving positively and adjusting plans/activities accordingly
- **Keep motivated:** you are motivated and determined to achieve high quality results in all that you do
- **Be a team player:** you work as part of a team, demonstrating support, flexibility and respect for others.

## MSI Core Values

- **Mission driven:** we go to work every day to enable more women to have children by choice, not chance
- **Customer focussed:** we meet the needs and exceed the expectations of all our customers: service users, donors, host governments and fellow team members
- **Results orientated:** we achieve high quality, measurable outcomes, rather than focusing on inputs or processes
- **Pioneering:** through learning, innovation, and risk taking, we remain at the forefront of family planning, safe abortion and reproductive healthcare globally
- **Sustainable:** we build effective programmes and change behaviours which will have lasting impact for individuals, their communities and their countries
- **People-centred:** our continued success depends on the creativity, commitment and courage of MSI team members worldwide.

*MSIA is a child-safe organisation and has zero tolerance for sexual exploitation abuse and harassment. All successful applicants will be required to abide by our Child Safeguarding Code of Conduct and our Global Code of Conduct in addition to undergoing a police check prior to commencement.*

Working with Children

No

Contact with Children

This position may include contact with children.