

# Job Framework:

REGIONAL PROGRAMME ADVISOR AFRICA



General role information	
Job Title:	Regional Programme Advisor Africa
Reporting to:	Head of Regional Operations
Salary Band:	BG7
Notice period:	1 month
Career Band:	7
Budget Responsibility?	N
Direct Reports?	N
Client facing role?	N
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-centred 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>The Regional Programme Advisor will contribute to the fulfilment of MSI's mission by providing support to country programmes, facilitating effective project and grant management, financial and narrative donor reporting and compliance and contributing to the development of strategies to improve capacity and delivery in our programmes. This role requires English fluency.</p>	

All MSI Reproductive Choices job framework is 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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### Key Responsibilities

#### Programme management:

- Annual business planning: Support country programmes on the development of business plans, as required. Support the Head of Regional Operations to review business plans and provide close support to country programmes on strategy and future planning.
- Work closely and collaboratively with the Head of Regional Operations 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.
- Monthly reviews of performance against annual business plans: analyse monthly performance data and other programme data (e.g. adolescent reach, contact centre performance), feeding into monthly review processes. This includes leading a performance discussion and understanding what support is needed to further enhance impact.
- Support Head of Regional Operations 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 into 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 Head of Regional Operations, 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 Head of Regional Operations 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.

#### 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 Head of Regional Operations and Regional Finance Director
- UK budget management: Allocate and monitor HQ and TA expenditure ensuring appropriate coding

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and cost recovery against each grant and raising any areas of concern to the appropriate Head of Regional Operations.

- 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 and comply with donor and contractual obligations including a 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, Head of Regional Operations 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 Head of Regional Operations, 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.

## Key Skills

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

- Professional proficiency in written and spoken English.
- 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.
- Excellent verbal and written communication skills and ability to organise and present information in a compelling way.
- Ability to design, implement and monitor effective project management, including a solid understanding of donor budget management.

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- Understanding of, and ability to write and edit donor proposals and reports.
- Ability to design, implement and monitor effective project management
- Ability to work well with others in a team environment and across disciplines and cultures
- Excellent influencing and negotiating skills
- Ability to work proactively, with an enthusiastic, positive and determined mind-set.
- Ability to manage a heavy and fluctuating workload as well as competing priorities and remain calm under pressure.

### Key Experience

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

- Demonstrated administrative, finance and programme management experience.
- Experience of working in an overseas location, preferably a developing country (desirable)
- Knowledge of donor regulations, policies and procedures.
- A knowledge of reproductive health care (desirable)
- Understanding of, and ability to write and edit donor reports and/or proposals

### Formal Education/qualification

- Educated to Degree level or equivalent.
- Post-graduate qualification in public health, international development, public management or related field (desirable).
- Professional proficiency in written and spoken English

### 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

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- Pro MSI philosophy of social enterprise and cost recovery
- Pro choice

### Our Values

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

**Client Centred:** 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:**