

Job Framework:

JOB TITLE: Global Programmes and Philanthropy Manager, EU programmes



General role information	
Job Title:	Global Programmes and Philanthropy Manager, European Union (EU) programmes (100%)
Reporting to:	Head of Programmes (EU)
Salary Band:	BG 9
Notice period:	1 month
Budget Responsibility?	Direct N Indirect Y
Direct Reports?	n/a
Client facing role?	no
Introduction:	
<p>MSI Reproductive Choices (MSI) 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>This is an exciting role which will support MSI's successful implementation of European Union funded projects to increase access to, and respect for, sexual and reproductive health and rights in sub-Saharan Africa. Working in close collaboration with national and international partners, including government Ministries and civil society partners, MSI is currently implementing two EU funded projects:</p> <p>The "Youth for Health (Y4H)" project is an adolescent-focused multi-country programme which aims to expand access to life-changing adolescent Sexual and Reproductive Healthcare (SRH) across six sub-Saharan African countries: Ethiopia, Ghana, Kenya, Sierra Leone, Tanzania, and Zambia. This is a flagship project for the EU within its SRH project portfolio and is implemented through a consortium of eight partners, which is led by MSI.</p> <p>The "Kelen Ya" project focuses on supporting women's and girls' civil society organisations to promote a favourable environment for socio-economic development in Mali. Led by MSI Mali and the Women in Law and Development (WILDAF), the project is funded by the EU delegation in Mali.</p>	

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As a core member of MSI's Global Programmes and Philanthropy (GPP) team, the GPP Manager (EU) will contribute to the successful implementation of these projects, taking responsibility for the management of sub-contracts for a number of consortium partners, supporting them to deliver their commitments and ensuring adherence to the compliance requirements of both the EU and of the other donors which will be co-financing the Y4H programme, in close coordination with MSI country programme leads. The GPP Manager (EU) will also support the delivery of internal commitments by MSI's Global Support Office and Country Programmes. The GPP Manager (EU) will lead project management support for a portfolio of countries, working closely with MSI's Africa Regional team, supporting consortium performance monitoring, risk management, work-planning and monitoring.

In addition, they will lead on key pieces of technical work under the programme, coordinating technical inputs across key thematic areas (such as advocacy, disability or youth), interacting with technical leadership and Technical Working Group members from within the projects, as well as external agencies. They will support the Head of EU Programmes to manage the external relationships critical to the success of the programme including with the EU at global and country level and with African institutions.

This role is for a fixed, two-year period from June 2024 to June 2026, with the possibility of extension subject to donor funding.

Key Responsibilities

Consortium Partners and MSI Country Programmes Account Management (30%)

- Lead the management and monitoring of **sub-contracts** with EU consortium partners, verifying they are meeting their **contractual obligations** including the successful delivery of their workplans, logframe outcomes and deliverables and other partner roles within the consortium; while ensuring the development and maintenance of **positive relationships** with consortium partners
- Responsible for **performance and risk management** of consortium partners including leading on quarterly performance reviews and the development and implementation of performance improvement plans if required; working with the Head of Programmes (EU) to build effective consortia
- Provide advice and clear guidance on **work-planning, reporting, budgets and forecasting** to consortium partners and country programmes;
- Facilitate, review and advise consortium partners and country programmes on donor narrative and financial reports and ensure high quality and timely donor reporting, including **quarterly and annual reports both to EU and to other donors co-financing the EU projects**
- Work with and influence internal agreements that frame the inputs of both consortium partners and internal MSI departments to ensure all partners provide **interventions that are high standard and on budget**, and that country level EU technical support needs are delivered from within MSI and other consortium partners as appropriate;
- Work closely with MSI **legal and donor compliance** team to ensure due diligence requirements are met and that partners are respecting the EU code of conduct and are aware of obligations for reporting around safeguarding and AFB for EU and for other donors co-financing the EU Project;

Country level project management and support: (30%)

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- Lead the management and monitoring of overall **project performance** and delivery of Key Performance Indicators. This includes monitoring of project data and deliverables in collaboration with the colleagues from MSI's Evidence and Impact and Donor Finance teams in order to assess the financial risk to MSI as consortium lead;
- Monitor **progress** and pro-actively manage risks through regular (monthly or quarterly) meetings, escalating issues as necessary to the Head of Programmes (EU) and contributing to overall risk monitoring and management processes for the EU and other co-financing donors, as required.
- Provide advice and clear guidance to MSI country programmes with **internal and external audit** and review processes, **EU reviews and country level engagement** and **VIP visits**, engagement with other EC funded SRH programmes, as well as information/evidence requests etc related to focal EC countries;
- Support MSI country programmes in developing and implementing programme or team/site **sustainability and transition strategies**, plans and commitments as required by the donor;
- Working closely with Legal, Donor, Safeguarding and Compliance teams to ensure **compliance** with MSI standards and key requirements of the EU and other co-financing donors, and escalate non-compliance issues as appropriate.
- Support country teams and participate as required in the creation and implementation of regular country level **governance, planning/monitoring and knowledge sharing activities** including inception workshops, mid-term reviews, stakeholder meetings and learning events, working closely with focal MSI country programmes and Country Leads (where relevant), MSI technical experts and consortium partners.
- Working closely with the Programme and Communications Officer, to support consortium partners and focal MSI countries, in delivering Y4H successfully including **specific projects, data verification, compliance, procurements, assets/equipment management** (including fleet management), commodities/stock, EC visibility, etc.

Technical coordination and leadership (30%)

- Manage the effective delivery of technical or operational areas, such as development and support for advocacy strategies, and specific complex projects (e.g. Human Centred Design and delivery on 'innovations') ensuring consortium partners, focal MSI countries and internal MSI departments participate effectively and to high standards; while maintaining positive relationship with all stakeholders;
- Lead on the writing of the donor narrative reports, and documentation of risks and lessons learned, as required.
- Together with the Evidence Analyst and Y4H Project and Communications Officer, support **data collection and documenting best practice**, lessons learned and innovations for specific outputs or technical/thematic areas; contributing to or co-ordinating Technical Working Groups; This may also involve management of consultants for the successful delivery of specific time-bound pieces of work.

Representation and relationships (10%)

- Build strong external relationships with other EU funded partners and support focal MSI country programmes in their relationships with these partners.

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- Represent MSI within the consortia, and support the Head of Programmes (EU) in relationship management with implementing partners, EU (EU and country level), other EU funded SRHR consortia, and African partners including the AU, and East and Southern Africa community as required
- Represent the EU funded projects within MSI, ensuring the African Regional team is updated with latest project development, and promoting the projects across the organisation.
- Represent MSI in donor and other meetings as required, including on visits to MSI country programmes.

Other

- Support broader MSI GPP donor team initiatives to ensure robust stewardship of all government funded programmes at MSI, and to strengthen compliance capacity across MSI countries.
- Contribute to the overall flexibility of resources used in the GPP EU team by undertaking other assignments or tasks in accordance with your skills and experience as delegated by the Head of Programmes (EU)

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

- Demonstrable experience writing high quality quarterly and annual reports to donors and other key stakeholders
- Good Excel proficiency and an ability to analyse, synthesise and visualise data
- Strong written communication skills and a proven ability to organise and present information in a compelling way to a range of audiences
- Able to influence to strengthen and improve quality and timeliness of programme deliverables, processes and technical support without direct line management or control
- Demonstrated ability to meet deadlines, perform under pressure and reputation for consistently delivering results to a high standard
- Knowledge of government donor regulations, policies and procedures
- Able to multi-task, problem solve and prioritise to manage multiple and competing demands from internal and external stakeholders

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

- A strong understanding of written and spoken French
- Knowledge of European Union regulations, policies and procedures
- Knowledge of reproductive health care
- Experience working in sub-Saharan Africa
- Experience supporting or working in consortia with civil society partners

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- Ability to travel up to 4 weeks a year

Key Experience

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

- Experience of managing donor funded projects (multi-country and partner desirable), including project monitoring and reporting against payment deliverables, proactive risk management and escalation
- Experience in writing and editing reports for donors or other external stakeholders
- Financial management experience including budgeting and budget tracking
- Demonstrable experience managing complex relationships across organisations and across countries
- Proven experience working cross-team, generating consensus and support from multiple internal stakeholders and leading people through complex processes
- Experience in delivering capacity building support and skills development of others in either a technical area or project management skills, in order to meet project deliverables

Formal Education/qualification

- Degree (essential) or Masters (desirable) in related subject (e.g. public health, international development or related field)

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:

- Self-starter, able to manage discrete projects with autonomy, but also integrate close working as part of a team, sharing responsibilities on more complex pieces of work
- Pro-choice and committed to MSI's mission
- Integrity
- Driven by high quality results
- Determined to succeed
- Highly organised
- Demonstrates MSI team member behaviours and professional self-development.

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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:

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