

| General role information | |
|---|------------------------------------|
| Job Title: | Regional Programme Advisor - Asia |
| Reporting to: | Head of Regional Operations - Asia |
| Salary Band: | BG7 |
| Notice period: | 2 months |
| Budget Responsibility? | No |
| Direct Reports? | No |
| Client facing role? | No |
| 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 department | |
| <p>The International Operations Department plays a critical role in the work of our country programmes (CP) ensuring that our programmes are positioned to deliver results, drive growth, achieve programmatic and operational excellence, are committed to implementing best practices at scale, while simultaneously adhering to core programmatic and operational standards.</p> <p>The Asia & the Pacific regional support team within International Operations provides strategic and operational support to twelve country programmes, including some of MSI's largest and most long-established programmes. Delivering family planning and safe abortion services through multiple channels, Asia country programmes are expected to increase productivity and make progress towards financial sustainability in a region of rapidly developing health markets. Countries in the Asia & the Pacific region consist of Afghanistan, Bangladesh, Cambodia, China, India, Mongolia, Myanmar, Nepal, Pakistan, PNG, Timor Leste and Vietnam.</p> | |

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

recruitmentinbox@msichoice.org

The role

The Regional Programme Advisor is responsible for tracking and reporting on programme performance through the use of business intelligence tools and information. The role also monitors and advises on compliance matters and contributes to sustainability strategies, capacity-building activity and grant management.

Key Responsibilities

- Monitor and evaluate programme performance data to identify areas for improvement, key risks and new approaches to drive sustainability.
- Contribute to the development of new business strategies and donor proposals, providing context and expert advice on country programmes within the portfolio.
- Oversee the effective rollout of policies, tools, resources, templates and guidance to support capability and compliance.
- Conduct month-end and quarterly review processes and guide country programme teams on the identification and implementation of follow-up actions.
- Identify opportunities for capacity building and engage with country programme teams to identify skill/knowledge gaps.
- Advise country programme teams on the development of fit-for-purpose KPIs and other performance metrics, providing data to inform decision-making.
- Make recommendations on how organisational and donor specifications and expectations can be effectively reflected in business plans, proposals, work plans and reports.
- Identify and respond to any needs for technical assistance by liaising with the appropriate teams and subject matter experts.
- Organise for the review of budget forecasts, performance data, business plans and donor/financial reports to take place in alignment with established timeframes and deadlines.
- Provide procurement planning supervision, by tracking minimum order levels, stock levels, product pipelines and compliance with procurement processes.
- Organise and sustain the tracking of organisational policy/process implementation, report on compliance and anticipate any risks associated with non-compliance.

Key skills

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

- Analytical skills
- Outstanding English writing skills
- Problem-solving skills
- Proven relationship building skills and ability to work jointly and effectively in cross-cultural setting

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Key Experience

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

- Experience and demonstrated ability to manage a fluctuating workload
- Experience of data analysis and mitigating risks
- Experience of embedding processes and systems
- Demonstrated ability ensuring accuracy and completeness of your work

Formal Education/qualification

- Bachelor's or Master's degree (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:

- Pro-choice
- Team player, energetic, enthusiastic, and positive
- Quality-focussed and results-orientated

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

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feel welcome and supported.

By signing below, you indicate that you have read and agree to this job description.

Full Name:

Signature:

Date: