

General role information	
Job Title:	Regional Programme Adviser, Strategic Operations
Reporting to:	Associate Director Strategic Operations & Special Projects
Salary Band:	7
Notice period:	One month or one week for each complete year of service, whichever is greatest, up to max. 12 weeks
Career Band:	7
Budget Responsibility?	Indirectly
Direct Reports?	None
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 role	
<p>To contribute to the fulfilment of MSI's mission in Nigeria and India by facilitating effective project and donor-funded grant management; supporting financial and narrative donor reporting and compliance; contributing to the development of strategies to strengthen capacity in our country programmes as needed and supporting key business functions and processes including business planning, monthly performance reviews and risk and compliance meetings.</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

recruitmentinbox@msichoice.org

Key Responsibilities

Programme Management:

- **Annual business planning:** Support country programmes with the development and implementation of annual business plans; facilitate Business and Strategic Planning workshops as required and support the Associate Director of Strategic Operations to review business plans and in-year forecasts.
- **Monthly reviews of performance against annual business plan:** Analyse monthly performance data using Infor-BI to feed into the month end review process and identify any potential risks, including donor deliverables and grant spend rates.
- **Quarterly reviews and risk management support:** Guide and support country programme teams in the preparation of Quarterly Performance Reviews to ensure clinical, governance, audit and other organisational risks are discussed during this process. Monitor progress any agreed actions including audit recommendations.
- **Programme analysis and design:** Undertake regular programme analysis and input in to programme design with country teams, the Associate Director of Strategic Operations and the Associate Finance Director of Strategic Operations as needed.
- **Coordination of Technical Assistance:** Liaise with country programme teams and advise on areas of support required for in-country technical assistance in accordance with programme business plans, project deliverables and key strategic donor priorities.
- **Standards and tools:** Ensure effective roll out of MSI global standards and tools in country programmes in collaboration with the relevant technical teams and Head of Strategic Operations. Monitor the effective implementation of tools once rolled out.
- **Country representation and expertise:** Serve as the MSI global support office expert on country programme operations, context and approach. Represent your country programme(s) in the support office and other fora as required. Advise technical teams on country programmes.
- **Human resources:** Where necessary, support country programme SMT/EMT team members with the recruitment and induction of senior country programme staff as required.
- **New Business Development:** In conjunction with the Associate Director of Strategic Operations and the Programme Design and Development (PDD) 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:

- **Project Implementation Monitoring:** Monitor project performance to ensure projects are on track against KPIs. This includes monitoring project deliverables as well as spend rates, analysing budget versus actuals ensuring cost recovery against each grant and raising any areas of concern to the country programme and Strategic Operations team (SOT).

- **Funding pipeline oversight:** ensure the short and medium term views of country programme donor portfolios at channel and cost centre level are kept up to date, adjusting and sharing with donor teams as necessary and using this to inform business planning and fund-raising strategies.
- **UK budget management:** Allocate and monitor Global Support Office (GSO) and Technical Assistance (TA) expenditure ensuring appropriate coding and cost recovery against each grant and raising any areas of concern to the country programme and RST.
- **Project deliverables:** Advise and input into project deliverables such as workplans, monitoring and evaluation frameworks as required.
- **Financial management:** Provide guidance and support to country programmes on grant financial management and spending strategies.
- **Donor Reporting:** Working closely with the country programmes and donor teams, support country programmes by reviewing and editing donor narrative and financial reports. Ensure reports are of high quality; include thorough analysis of results and deliverables and are submitted to donors on time.
- **Files:** Maintain up-to-date files MSI's in grants database including all grant documents including work plans, budgets, reports and approval documents.

Contractual and MSI Compliance:

- Support country programmes to understand and comply with MSI standards on donor contract management and compliance, including contract amendment procedures. Raise non-compliance concerns with the Legal and Donor Compliance (LDC) team, Country Director and SOT as appropriate and liaise with donor teams and donors as appropriate.
- Monitor implementation of projects and systems by carrying out regular monitoring during in-country visits and ensure feedback, follow up, and support based on the result of these activities

Capacity Building:

- **Skills Development:** in liaison with country teams and the Associate Director of Strategic 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 as needed.
- **Skills Development continued:** Represent country programmes in key GSO Technical Working Groups, feeding back outputs and outcomes to countries. Leverage cross-country/regional learning opportunities to ensure countries benefit from the learnings and best practice from across the global partnership.
- Support capacity building for strategic and donor priorities including youth, poverty, disability, and gender equity and coordinate and provide hands on in country TA as needed.
- Provide close, hands-on operational support to country programme Operations Directors, Channel Leads and Project Managers.

Other:

- Represent MSI in donor and other meetings as required,
- Support facilitation and coordination of meetings as needed

Key Skills

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

- Excellent verbal and written communication skills and the ability to organise and present information in a compelling way
- Ability to design, implement and monitor effective project management
- Excellent analytic skills with ability to effectively and efficiently review performance data and identify trends and outliers.
- Understanding of, and ability to write and edit donor proposals and reports
- Excellent influencing and negotiating skills.
- Strong organisational and administrative skills
- 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
- Demonstrated project management experience of significant donor-funded grants.
- Knowledge of donor regulations, policies and procedures
- Experience of proposal development

Formal Education/qualification

- Educated to Degree level or equivalent

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:

- Able to work proactively, with an enthusiastic, positive and determined mind-set
- Able to work well with others in a team environment and across diverse disciplines and cultures
- Excited about reproductive health care and pro-choice
- Readily embraces MSI values
- Able to travel to country programmes up to 3-4 times per year

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:	