

Job Framework: GPP Advisor, Global Programmes and Philanthropy Team



General role information	
Job Title:	Global Programmes & Philanthropy Advisor (Other Multilaterals and Government Team)
Reporting to:	Head of Programme Management
Salary Band:	BG7
Notice period:	3 months
Career Band:	
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. We work across the public sector and private sector, as well as doing direct delivery and distribution. 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 Other Multilaterals and Government (OMG) team sits within the Global Programmes and Philanthropy (GPP) team and has responsibility for MSI's donor portfolio, including stewarding global and bilateral contracts and grant agreements with European and North American government donors and UN agencies. The team leads contract negotiations, organises kick-off workshops for internal stakeholders and partners, monitors project performance and spending, coordinates project inputs from the wider organisation (e.g. GEDSI assessments and strategies, MERL plans, technical assistance), tracks and escalates risks and issues, liaises with the donor on ad hoc requests, donor visits and collaborative initiatives such as webinars, leads donor reporting with the support of country programmes and the donor finance team, supports the operations team to manage close-out processes, elicits and disseminates learning on donors and donor stewardship, and the contributes to donor engagement.</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

This is a critical role. The stewardship standards set by GPP impact the quality of programming, MSI's reputation and future fundraising prospects. The role also provides a wealth of professional development opportunities, providing rich insights into donors, programme delivery and support functions. This is an exciting role that requires excellent financial analysis skills, strong communication skills, analytical and problem-solving skills, excellent ability to work across teams to deliver results, and great attention to detail.

Key Responsibilities

Programme management (85%)

- Develops or adapts and monitors systems for **tracking progress against project deliverables** and major activities in collaboration with the Head of Programme Management, the International Operations Department, and other teams.
- **Backstop support to country programs** in the implementation of their programming with government and multilateral donors; coordinate progress review meetings with key project stakeholders.
- **Identify key project implementation risks** early, monitor donor deliverables and coordinate with relevant teams to develop solutions, follow up on progress. Works closely with the Head of Programme Management to solve issues and if necessary, escalate to the Director of Global Programme Delivery.
- Supports **monthly finance reviews of spend against budgets (on specific projects)**: coordinate with the Donor Finance team, and regional and country finance teams to ensure correct charging of financial expenditure and strategic reallocation of funds. Maintains a system to track and monitor co-funding when required and minimize disallowances.
- Supports quality and timely **donor reporting** for portfolio projects, including historical achievement and trend analysis, resulting in the submission of high-quality narrative and financial reports. Coordinate with country teams to respond to donor queries on reports.
- Supports **high-quality MERL** and/or leads project reporting by **identifying and linking key successes, lessons, and emerging themes** across the project portfolio, and working with country teams to compile and edit reports and share learning across MSI where appropriate.
- Supports **high-quality donor compliance**, working closely with country programmes and Donor Compliance Team.
- **Monitors and tracks commodities and stock** across the donor portfolio of country programmes in close collaboration with the Procurement and supply chain teams, ensuring that country stock-out risks are foreseen in advance and have contingency plans in place wherever possible, and ensuring that key communications are shared with the donor where applicable.

Supporting donor engagement (10%)

- Effectively presents project results and data in graphical form to support the development of **presentations for regular donor engagements**, and to respond to any ad hoc, time-sensitive requests for data trend analysis or learnings sharing.
- Supports with the development of pitches, **donor engagement briefs** and new proposals as and when required - working closely with the Senior Programme Managers, Projects directors

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and Programme Design and Development team.

- Maintains the donor engagement strategies up to date with inputs from Senior Programme Managers, projects director and other key teams responsible for delivering on donor engagement work plans.

Knowledge management (5%)

- **Maintains files and correspondence** for effective programme management including updating the grants database and maintaining project and donor folders on SharePoint up to date.
- Supports team efforts to ensure that **project data** reported to donors is of the highest standard and coordinated, including implementation and **documentation** of data validation/verification initiatives and control processes, working closely with country teams and tracking follow-up actions.
- Supports a better understanding of the impact of our work, through the use of internal data tools; understands, analyses, interprets and presents data for reporting and decision-making.

Key Skills

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

- 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.
- Accuracy and attention to detail; highly numerate and analytical.
- Strong communication skills– written and verbal; diplomatic and able to manage sensitive information.
- Highly developed interpersonal skills, including cross-team negotiating and relationship building.
- Strong report-writing skills in English
- Ability to manage and effectively prioritise multiple and/or competing tasks in a high-paced environment.
- Advanced Excel skills.

Key Experience

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

- At least 2/3 years of work experience at a comparable agency or organization essential (such as an international NGO, donor agency, or private foundation). Previous experience supporting implementing large-scale country programmes is desirable.
- Proven experience in successfully supporting the project management cycle and coordinating teams.
- Strong finance management experience including budgeting, budget tracking and analysing financial performance.

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- Demonstrated experience of donor standards and expectations, including working with high compliance donors such as EU, KFW, and USAID.
- Demonstrated experience mitigating and managing risk on projects.
- Proven experience working cross-team, generating consensus and support from multiple internal stakeholders, and leading people through complex processes.
- Understanding of the sexual and reproductive health and family planning fields is desirable.
- Excellent verbal presentation skills.
- Excellent written communication skills: the ability to organise and present information in a compelling way to a range of audiences.
- Able to strengthen and improve the 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.

Formal Education/qualification

- Educated to degree-level desirable, master's degree desirable.
- Ability to speak French is required.

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.
- Pro-MSI philosophy of social enterprise and cost recovery.
- Ability to travel up to 12 weeks a year.
- Pro-choice.

Our Values

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

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Client-Centered: 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: