

Job Framework:

JOB TITLE: Global Programmes and Philanthropy Adviser, CIFF



General role information	
Job Title:	Global Programmes and Philanthropy Adviser (100%), CIFF
Reporting to:	Head of Challenge Fund – CIFF Programmes
Salary Band:	BG7
Notice period:	3 months
Budget Responsibility?	No
Direct Reports?	n/a
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>The Children’s Investment Fund Foundation (CIFF) is an independent philanthropic organisation, working with a range of partners to transform the lives of children and adolescents. CIFF’s portfolio focuses on child health and development, climate change, sexual and reproductive health and rights, girl capital and child protection. CIFF has been partnering with MSI since 2015 to boost sexual and reproductive health and rights globally. The Challenge Fund Programme (2024-2028) is a \$100m programme with global and bilateral investments from CIFF to advance sexual and reproductive health services and increase modern contraceptive prevalence in six countries across West and Central Africa.</p> <p>MSI seeks a Global Programmes and Philanthropy (GPP) Adviser to support the implementation of the CIFF Challenge Fund Programme. Working in the Challenge Fund programme team and directly reporting to Head of Challenge Fund, the GPP Adviser will provide programme management and administrative support to the Head of and two Programme Managers across the Challenge Fund Programme to ensure timely and quality delivery of deliverables against donor reporting obligations and close budget monitoring. In addition, this role will play a key role in the coordination of overarching internal ways of working, including</p>	

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the organisation of external donor engagement meetings and events. This is an exciting role that requires excellent financial and data analysis skills, strong communication skills, analytical and problem-solving skills, excellent ability to work across teams to deliver results, and great attention to detail.

This role is part of the broader team supporting CIFF investments, headed by an Associate Director. The team oversees the technical design and execution of CIFF investments and is responsible for safeguarding and advancing MSI's relationship with CIFF as a key contributor to achieving MSI's mission. The team provides organizational leadership to ensure that MSI's strategy, policy, systems, and capacities are responsive to donor priorities and investments and that CIFF programming advances the MSI2030 strategy.

Key Responsibilities

Country level programme management support (30%)

- Responsible for the management and monitoring of overall project performance and delivery of Key Performance Indicators for one MSI country programme.
- Responsible for the monitoring of progress and risk management of the country programme through regular monthly meetings, escalating issues as necessary with the Head of Challenge Fund and contributing to overall team risk monitoring and management processes as required.
- Ensure project's risks are recorded in the programme's risk tracker, applying appropriate mitigation and follow-ups with the country programme.
- Provide guidance on financial management and spending strategy: Guide country programmes on project financial management. Ensure spend and programmatic deliverables are aligned and forecasting are adequate.
- Responsible for the quality and timely narrative and financial donor reporting for the country programme. Coordinate with the country team to respond to donor queries on reports.
- Ensure clear communication: Convene regular review meetings and conference calls with country programme staff and regional support teams for project coordination; provide written and other guidance as necessary to disseminate vital information.

Programme management and Administrative support (70%)

- Support GPP Managers and the Head of Challenge Fund with quality and timely donor reporting resulting in the submission of high-quality narrative reports and annexes- by compiling data and drafting specific sections for the reports.
- Support a GPP Manager with the organisation of monthly and quarterly donors meetings for one Country Programme receiving funding from CIFF and one other donor.
- Support the Associate Director of CIFF with the monitoring and reporting of donated commodities to CIFF.
- Ensure the grants database, MSI intranet files and other central repositories are up-to date, including electronic and hard copies of critical project documents (contracts, workplans, budgets, reports and approval documents).
- Coordinate the organisation of external meetings with CIFF (agendas setting, participants list etc.), including monthly update calls, taking notes and ensuring meeting actions are followed-up and acted upon.
- Support the Head of Challenge with the planning of internal coordination meetings and workshops.
- Support successful CIFF country visits and effective in-country engagement with CIFF

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- Provide support on travel planning and administrative arrangements as required in close link with relevant HQ departments and country coordination.
- Support the development of and maintain internal ways of working and processes (guidebook, project management templates) to ensure best practice and the achievements of the project are documented and socialised; and communications, reporting and compliance requirements are adhered to;

Key skills

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

- Strong project management and organisational skills and the ability to multi-task, problem solve and prioritise to manage multiple and competing demands from internal and external stakeholders
- Be data-literate with an attention for details. Able to analyse and interpret datasets and spot trends.
- Excellent communication and multimedia skills, plus strong interpersonal skills
- Expertise in Microsoft Office Suite, particularly Excel and Powerpoint, as well as other applications (Adobe etc)
- Knowledge of existing and emerging online platforms and tools for meetings and workshop facilitation
- A demonstrated ability to meet deadlines, perform under pressure and reputation for consistently delivering results to a high standard
- Knowledge of reproductive health care and rights
- Fluent English and French oral and written communication skills.

Key Experience

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

- Demonstrable experience in a grant management role, ideally in an international non-governmental organisation (INGO) or well acknowledged non-governmental organisation (NGO) (essential)
- Experience working with a range of internal and external stakeholders across organisations and across countries (essential)
- Experience of managing restricted foundations/government/institutional donor-funded projects (desirable), including project monitoring and reporting to the donor, proactive risk management and escalation (desirable)

Formal Education/qualification

- Degree in related subject (e.g. social sciences, international development or related field) or equivalent on-the-job experience in a grant management role

Personal Attributes

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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:

- A 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.

As this role will be based in MSI Reproductive Choice's office in London, you must have the authorisation to work in the UK.

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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