

JOB DESCRIPTION

Job Title:	Eastern and Southern Africa Programme Manager
Department:	Programme Management
Reports To:	Africa Programmes Director
Reports:	Eastern Africa Regional Programme Officer (over time Eastern and Southern Africa Country Directors)

Organisational Background:

Malaria Consortium is one of the world's leading non-profit organisations dedicated to the comprehensive control of malaria and other communicable diseases in Africa and Southeast Asia. Malaria Consortium works with communities, government and non-government agencies, academic institutions, and local and international organisations, to ensure good evidence supports delivery of effective services, providing technical support for monitoring and evaluation of programmes and activities for evidence-based decision-making and strategic planning. The organisation works to improve not only the health of the individual, but also the capacity of national health systems, which helps relieve poverty and support improved economic prosperity.

Job Purpose

The Regional Programme Manager provides direct support to the Africa Programme Director to provide management oversight to designated country programme and project design and management.

Key accountabilities

1. Strategic

- Support organizational five year strategy development and review processes
- Support definition of annual targets and review contributions of designated countries/projects to achievement of Malaria Consortium's strategy

2. Project Management

Ensure effective management of all stages of projects including:

- Draft/review project contract details (ToR, deliverables, reporting, time frame etc.) and take part of contract negotiations on behalf of Malaria Consortium as appropriate
- Ensure donor and programme partners' relationships are successfully established and sustained within designated countries/projects
- Guide effective project start up and closure activities, providing support to Regional Project Officer and Country Directors, as appropriate
- Review country/project work plans and oversee time frame and deliverables are adhered to in the course of implementation ensure project contractual and legal obligations are achieved
- Identify internal oversight, support and consultant needs for designated countries/projects and ensure their effective management and delivery
- Provide oversight and management support to the Regional Programme Officer,

- Liaise with donor as appropriate
- Review internal end-of-project report to ensure appropriate communication of results, challenges and lessons learned
- Analyse project progress and content , providing feedback for improvements
- Travel, when required, to project locations to undertake management oversight and project review and assessments

3. Financial Management

- Review annual budgets and forecasts developed by designated countries/projects and ensure timely submission to and approval by Africa Programme Director
- Oversee country budget management, including monitoring expenditure against budget, projections v actuals
- Ensure effective and efficient management of the resources of designated countries/projects

4. Project Management Systems Support

- Support Africa Programme Director in the development/enhancement of internal project management systems, as required, and ensure their roll out and uptake
- Support development and organisational embedding of effective internal communications platforms and tools
- Support efforts to strengthen internal and external dissemination of programme outcomes
- Support development of effective mechanisms to ensure cross-learning opportunities within the organisation
- Support finalization and embedding of internal performance management systems and tools

5. Performance Management

- Oversee the tracking of performance of designated countries/projects against workplans and budget
- Update Africa Programme Director regularly on status of projects and country offices, identifying areas of concern, recommending corrective measures in areas of underperformance, as appropriate and provide support in agreed action implementation
- Review reports and track reporting time frames to ensure all reports and deliverables (narrative and financial) are submitted in advance of deadlines
- Support monitoring of Malaria Consortium strategy key performance indicators and highlight successes and problem areas to the Africa Programme Director
- Monitor timeliness and quality of donor reporting and internal reporting of designated countries/projects

6. Business Development

- Work with Africa Programme Director to identify priorities intervention areas and opportunities for business development with a focus on Eastern and Southern Africa, support development of strategic collaborations with external organizations as appropriate
- Support business development which may include: desk-based and/or field research, writing, designing and providing technical inputs, reviewing and providing other support as required
- Review proposals and ensure they adequately provide for organisational implementation capacity, as requested by Africa Programme Director

7. Additional Responsibilities

- Represent and promote Malaria Consortium as a quality partner and specialised technical agency at every opportunity
- Perform other duties as required by the Africa Programme Director

PERSON SPECIFICATION

Qualifications and Experience:

Essential:

- Masters in Project Management, Business Administration or similar
- Masters in Public Health and advantage
- Extensive years of programme management experience

Work Based Skills and Competencies:

Essential:

- Demonstrable passion for Malaria Consortium's mission; a strategic manager with integrity and a desire to work in a dynamic environment
- Mature and proactive, with evidence of having worked at the highest level of a multi-divisional operations
- Strong analytical skills and experience interpreting a strategic vision into an operational model
- Deep understanding of and experience with programme management, evaluation, budgeting and financial monitoring
- An effective communicator at all levels in the organization, with strong oral and written skills and a willingness to share information
- Willingness to undertake international travel at short notice
- Ability to work effectively and sensitively in developing countries
- A collaborative and flexible style, with a strong service mentality
- Creativity, with experience funding activities in ways that both cover costs and generate operating margins

OTHER KEY INFORMATION

Length of contract	2 years
Location	Kampala, Uganda – Africa Office
Travel involved	This post requires regular travel in the region
Other	