

<b>Job title</b>	Team Leader – Demographic Dividend
<b>Location</b>	TBD, sub-Saharan Africa
<b>Reporting to</b>	Options Director of Global Health
<b>Responsible for</b>	Programme and technical delivery for a portfolio of work across the region
<b>Hours</b>	Full time
<b>Type of contract</b>	Fixed Term / Life of the programme
<b>Organisation</b>	
<p>Options is a global team of experts and innovators tackling some of the world’s most pressing health challenges. We work with leaders and change makers around the globe to bring health strategies to life. We provide ideas, advice and technical know-how that enable our partners to build a path to lasting change.</p> <p>With 30 years’ experience in global health, we collaborate with our partners to explore existing evidence, combine expertise, scale up ideas and co-create solutions that accelerate change. This includes collaborating on policy design, managing initiatives, building powerful coalitions and galvanising social movements. Our impact is felt across whole communities, with a focus on women, girls and those who have been marginalised.</p> <p>Gender equality and social change are at the forefront of our work. As part of MSI Reproductive Choices, all our profits go back into supporting MSI’s own work making choice possible around the world.</p> <p>We believe in a world where everyone can access the high-quality health services they need, without financial burden.</p>	
<b>Our Values</b>	
<p>In line with our mission, we are committed to safeguarding the rights and welfare of our staff, partners, and the clients and communities we serve, and expect our team members to share our values and commitments. We are committed to the following principles:</p> <ul style="list-style-type: none"> <li>• Our expertise delivers sustainable impact</li> <li>• Our work generates profit with a purpose</li> <li>• Through growth and learning, we find new ways to solve complex problems</li> <li>• We act with integrity, always</li> <li>• We are building a truly equitable workplace</li> </ul>	

## The Role

The Team Lead (TL) will be responsible for the delivery of a donor-funded programme focused on public health, demographic transition and human capital development. The TL will be responsible for stewarding a regional programme, working with multi-sectoral actors in government, civil society and public and private sectors across sub-Saharan Africa to strengthen the evidence base, use of data and capacity of African stakeholders and institutions on current and projected population needs. The TL will be responsible for working with different teams to strengthen the case for investing in health, including sexual and reproductive health and rights, as a necessity for achieving a demographic dividend.

## Main purpose of job

The Team Leader is responsible for leading a programme of technical assistance (anticipating contract award) to support implementation of the programme, ensuring targets are met and exceeded and that there is a continuous cycle of learning and adaptation that also feeds more broadly into the sector.

The Team Leader will be responsible for the following:

- **Strategic leadership and people management:** provide overall leadership, technical direction and management oversight to staff and the overall programme team including staff, consultants and consortium partners. Plan, direct and coordinate strategic plans, annual and quarterly workplans and overall management of the programme to achieve programme objectives in line with the donor requirements and Options policies.
- **Technical and operational oversight:** Provide overall technical and administrative leadership to the programme implementation team, including development of strategies, theories of change, logframes, workplans, budgets and reporting. Responsible for meeting contractual obligations, producing deliverables and targets and achieving programme results.
- **Relationship management:** Primary point of contact with the donor, consortium implementing partners, and stakeholders at regional and national level including government ministries, civil society, private and public sector actors. Maintain strong relationships with external stakeholders, delegating country-level relationship management as and when appropriate.

*Note: All levels of position in the organisation assume some degree of responsibility for safeguarding. Your accountabilities will align with the level and scope of the position and appropriate training will be provided.*

**Main duties**

### **Programme delivery**

- Oversee development and revisions of theories of change, logframes, work plans, payment deliverables, and programme logframes for approval by the donor and other key stakeholders.
- Oversee the smooth implementation of the programme and ensure timely reporting and dissemination to Options (senior management, programme management and technical team), the donor and other external stakeholders.
- Provide technical expertise in demographic transition, research and / or health systems strengthening to guide delivery of the programme in line with best practice and the programme terms of reference.
- Oversee delivery of all programme deliverables, ensuring that deliverables are of high quality, timely and appropriately disseminating.
- Quality assurance of the programme with the support from Options' Technical Team.

### **Team leadership**

- Provide overall leadership and strategic guidance to the programme team ensuring the team are equipped with the skills, resources and support necessary to deliver.
- Act as line manager to staff as per the programme organogram, responsible for the hiring and induction and regular review processes.
- Identify short term technical assistance (STTA) inputs required to deliver the programme work plan and deliverable schedule and oversee the development of terms of reference for all STTA in line with plans.
- Represent and promote the programme's vision and results in high level policy and advocacy forums such as conferences and international platforms
- Support leveraging of additional resources for the programme and areas of work

### **Client and partner relations**

- Serve as the key point of contact for the donor and other key stakeholders, maintaining regular and positive communications.
- Ensure programme stakeholders are fully apprised of programme objectives, activities and progress.
- Coordinate the preparation and submission of detailed quarterly and annual technical, financial and administrative reports to the donor that demonstrate delivery and progress of the programme as a whole against the logframe.

### **Programme management oversight**

- Oversee financial management and reporting of the programme.
- Work closely with the Programme Manager to regularly coordinate and update the work plan and ensure adherence to the programme budget.
- Trouble shoot to support the smooth implementation of the programme including timely reporting.
- Ensure adherence to Options policies and templates on:
  - Procurement of goods and services
  - Contract development and approval
  - Reporting of programme to the donor
  - Financial reporting and planning
  - Risk identification and management
  - All other agreed protocols.

**Consortium management**

- Coordinate, oversee and manage inputs from consortium members.
- Participate in consortium meetings and report on technical, managerial and policy issues and ensure that consortium members are kept up to date with programme and sector developments.

**Security**

- Ensure security systems are effective and adhered to by all staff and consultants, in collaboration with the programme security focal point.
- Be available to respond to emergency calls in case of security incidents.

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

## Person specification

Criteria	Essential	Desirable
<b>Qualifications</b>		
Professional qualification or degree in public health, demography, social development or equivalent	✓	
Postgraduate qualification in public health, demography, or equivalent		✓
<b>Knowledge and experience</b>		
Significant knowledge of government health systems in sub-Saharan Africa, including fragile states	✓	
Specialist knowledge in demographic transition and expertise in ensuring demographic data informs policy, planning and budgeting at national and sub-national level	✓	
Specialist knowledge of one or more aspects of health systems strengthening, including data for decision-making, leadership and governance, planning and budgeting etc.	✓	
Strong experience of managing international donor-funded technical assistance health projects, ideally in a Team Leader or programme leadership role	✓	
Strong knowledge of good practices in capacity building and experience of applying in the design and delivery of technical assistance	✓	
Minimum of ten years' experience providing technical assistance, including long-term, embedded technical assistance to government ministries/departments	✓	
Specialist knowledge RMNCAH, including family planning and sexual and reproductive health and rights		✓
Proven experience in mixed-methods research, including analysing large-volume quantitative data sets and distilling key insights into accessible formats to influence policy		✓
Proven ability to represent organisations and programmes at the highest levels internationally, regionally and nationally.		✓
<b>Skills and attributes</b>		

Excellent planning and management skills, able to develop and review project plans, manage team work loads	✓	
Excellent leadership qualities and people management skills, ability to inspire high levels of performance, provide supportive supervision, set targets and review performance	✓	
Strong diplomacy skills and awareness of cultural differences	✓	
Excellent verbal communication skills, with strong ability to influence and negotiate, and build consensus	✓	
Excellent written communication skills, with strong report writing and presentation skills	✓	
Excellent research skills, including mixed-methods research and analysis of large volumes of quantitative data	✓	
Self-starter; excellent organisation, coordination and planning skills	✓	
Strong ability to manage multiple work streams simultaneously and manage conflicting priorities	✓	
Ability to meet deadlines and work under pressure	✓	
Advanced ability in using Microsoft Word, Excel and PowerPoint	✓	
<b>Other requirements</b>		
Fluency in written and spoken English	✓	
Fluency in written and spoken French		✓
Commitment to equal opportunities	✓	
A commitment to the programme's and Options' principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights	✓	