

Senior Programme Manager at Options Consultancy Services Limited

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Location: Kenya

Category: other-general

Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); Options Consultancy Services Limited is a consultancy organisation providing technical and management expertise in the health and social sectors to governments and international development partners to transform the health of women and children. We provide information, expertise and influence to governments, health workers, NGOs and businesses to catalyse change so that health services can be accessed by the people who need them most.

Responsibilities:

The Senior Programme Manager will work closely with other Options' Departments and programme teams to enable the programme to be carried out on time, within budget, and within Options' quality standards of delivery.

This will entail: i) playing a coordination role between programme teams and other countries of operations, and Options' headquarter departments, such as finances, human resources, legal and compliance, technical teams and the programme management team, ii) working with consortium partners and various external stakeholders, and iii) ensuring that work plans, budgets, reports and contracts are completed following Options and the client's requirements, at high quality and on time.

Senior Programme Managers bridge coordination between Options headquarters and programmes and are generally expected to support and report to Team Leaders. This position includes regional and international travel.

Person specification:

Significant experience of working in international development at a Programme

Management level

Extensive experience of the development and management of large, high-risk, complex, multi-country, multi-partner programmes and complex consortium-managed programmes

Experience of line management and management of teams and coaching and supporting junior Programme Managers

Experience in distance management of relations between a head office and an internationally based team

Experience managing grants and contracts funded by donors including FCDO, USAID, BMGF, CIFF and World Bank

Experience of managing large, complex donor-funded budgets that operate in consortiums across multiple countries (£10m+)

Experience working in sub-Saharan Africa

Experience engaging with and managing consortium partners at a senior level as a prime operating across multiple geographies and managing delivery performance

Experience establishing and maintaining effective relationships with key stakeholders including consortium partners, donors, and government

Experience of contract management and performance management approaches used by clients and funders including payment-by-results

Experience of effective oversight and management of partner contractual delivery, financial reporting, and performance

Experience developing grant management procedures and managing grant programmes (desirable)

Experience of networking to build successful relationships with potential clients, collaborators, and consultants (desirable)

Experience in fundraising/business development (desirable)

Experience strengthening organisational systems and processes (desirable)

Experience managing public health programmes and/or programmes

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