TERMS OF REFERENCE

Technical Placement – Programme Management

General information
Position Title: Technical Placement – Programme Management
Location: Haywards Heath, UK
Duration: 3 months
Start Date: As soon as possible
Reporting to: Head of Programme Management

Job requirements:
- Postgraduate training in public health or a related field is essential
- Understanding of epidemiology, vector-borne disease prevention and/or case management is beneficial
- Fluent English required, with knowledge of Spanish, French, Portuguese or Arabic beneficial
- Familiarity working with international NGO working environments an advantage

The Mentor Initiative applies a zero-tolerance approach to sexual exploitation, abuse, mistreatment or harassment, and other types of unethical behavior including fraud. The Mentor Initiative will contact previous employers of applicants to determine if they have any history of violating international standards and codes of conduct relating to such matters.

To apply, please send your CV, letter of motivation and details of 3 references to hqrecruitment@mentor-initiative.org. Please also provide formal confirmation of your right to work in the UK.

The MENTOR Initiative (MENTOR) is a not for profit, non-governmental organization devoted to reducing death and suffering from tropical diseases and malaria in humanitarian crises. MENTOR is currently providing ongoing emergency support to the most vulnerable communities in Africa, the Middle East, and South America. This technical placement supports MENTOR's Programme Team in delivering the organisation's response to acute humanitarian needs that are caused by (complex) emergencies, disease outbreaks, and natural disasters, all within the organisation's specific competence and experience.

Objective

The Technical Placement will support the Programme Management Team in the overall implementation of projects in a designated country programme or region and will support the organisation to achieve its objectives in programme delivery in line with The MENTOR Initiative processes.

Core Responsibilities:

The Technical Placement will support the Programme Management Team, and designated Programme Manager (PM) through the following core responsibilities:

Programme Management

- Support the Programme Manager in day to day management of programmes, ensuring workplan implementation and doing regular checks to ensure activities are being implemented as contracted

- Support on the development of Programme Management tools such as workplans, monitoring and evaluation frameworks, SOPs (Standard Operating Procedures) and guidelines to ensure standardization of implementation strategies

- Follow up as directed on specific data needs to ensure accurate reporting and planning

- With the support of finance and grants management team, support the revision of programme implementation against agreed budgets to ensure expenditure is aligned with programme implementation.

- Participate in regular programme management calls

Technical

- Support the technical Editing of programme reporting documents. Receive reports first for HQ from the field to conduct sanity checks for missing information, improve the use of English and overall flow and accuracy of reporting to ensure the highest quality standard.

- Contribute to the design, implementation and monitoring of programmes Monitoring and Evaluation systems, scoping for alternatives to improve reporting and address some of the learnings from the field implementation.

- Support drafting of technical reports, papers, guidelines to support MENTOR external communications and field operations as needed

- Review the translation of field tools when these need to be adapted from other languages and contexts

- Support the development of IEC materials tailored for programme needs, supporting the conceptualization process, drafting of messages, revising edition and illustration works and providing feedback to sign off final tools.

- Working with the PM, compile, revise, analyze and present key programmatic data on a regular basis, providing brief but informative insights on implementation progress and gaps;

- Working with the PM, analyze and present programmatic or country data needed to prepare new project proposals or key communication pieces to be shared with donors/partners.

- Support the development of easy visualization of programme implementation data in close coordination with Monitoring and Evaluation staff in countries where MENTOR operates.

Communication

• Provide clear and regular communication and collaboration with the MENTOR HQ Team as directed

• Ensure the respect and full adherence to the MENTOR Code of Conduct including Safeguarding, Anti-Corruption and anti-bribery policies.

Any other duties

Any other duties which may be assigned by the Programme Manager and agreed with the HQ.

As the MENTOR-Initiative is working in a constantly changing humanitarian aid environment, reasonable specific work duties may be requested that may not fit into the above job description, but which will help promote over all programmes goals and aims.

Profile

- Background in Public health
- Experience/Skills in programme management in development/humanitarian settings a plus
- Proficiency in English and other languages
- Knowledge/Experience of control of tropical diseases an advantage
- Flexible, hardworking and team oriented professional behaviour
- While travel is not included as part of the technical placement, experience of international travel including to less secure locations would be an advantage in case of need.

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