



General information

Position Title: Programme Manager (PM)

Reporting to: Head of Programmes

Location: Haywards Heath, UK

Job requirements:

- Background in Public Health or a related field. MSc in Public Health, Epidemiology or Control of Infectious Diseases highly desirable.
- Extensive experience managing health/humanitarian programs and experience with main donors.
- Familiarity with NGO working environments and standard procedures.
- Organised and good coordination / project management skills.
- Excellent communication skills.
- Ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes.
- Fluency in English and French or Portuguese desirable.

The MENTOR Initiative is an equal opportunity employer and value diversity at its company. We ensure the constant non-discrimination throughout our recruitment process.

The MENTOR Initiative is committed to promoting diversity and gender equality within the organisation. Women candidates are encouraged to apply.

The MENTOR Initiative applies a zero-tolerance approach to sexual exploitation, abuse, mistreatment or harassment, and other types of unethical behaviour 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.

Applicants must have permission to work in the UK. The MENTOR Initiative will not sponsor any visa requests for this role.

To apply, please send your CV, letter of motivation and details of three referees (including your most recent employer) to: hqrecruitment@mentor-initiative.org

TERMS OF REFERENCE

Programme Manager (PM)

The MENTOR Initiative is one of the world's leading non-profit organisation dedicated to the control of malaria and other vector-borne diseases in emergency settings. We operate across countries in west, central, and eastern Africa, the Middle East and South America to deliver large scale disease control interventions to the most vulnerable communities caught up in emergencies. In parallel we also work to build the technical and operational capacity of local and international partners on the ground, to incorporate medium- and long-term disease control systems into their operations and country strategy.

The MENTOR Initiative (referred to as MENTOR) is looking for a highly motivated and skilled person to join our team in Haywards Heath office as Programme Manager, to support the implementation of programmes across a range of countries.

Job Purpose

The PM is required to assist MENTOR with the overall implementation of programmes focused on delivering disease control activities in countries where we operate. The PM will be entrusted with the critical task of managing MENTOR programmes in specific countries ensuring on time and quality implementation of activities.

Tasks and responsibilities

Team Coordination

- The Employee will be responsible for the non-financial and non-administrative coordination areas of in country programmes including the management of Country Directors (CDs) or the officers in charge (OIC).
- Systematic follow up calls to programme teams on a regular basis to ensure adequate coordination and communication at all levels.
- Ensure all employees produce accurate timesheets each month for review and validation.
- Ensure that allocated country programmes have the requisite technical team structure (international and national) to meet internal minimum standards, achieve programme goals and fulfil organisational commitments to donor partners.
- Ensure the development of TORs for country programme technical team members.
- Work with HQ team to ensure the effective programme briefing and pre-departure preparation of new international Employees going to allocated country programmes, and any short-term HQ visits.
- Follow up with CDs to ensure implementation of periodic standardised performance evaluations of programme technical employees and national team members where these have been scheduled for this period.

Programme Operations

- The Employee will support, lead discussions between in country and country and HQ teams and give direction to allocated country programme teams, to ensure that all programmes operate using the organisation's existing standardised technical systems and acceptable practice in the following areas:
- Guarantee Programme technical establishment/set up or expansion identifying opportunities and risks and discussing them with HQ prior decision.
- Ensure Security and safeguarding procedures and practice (adapted for local context and regularly updated and reviewed) and dully followed up in country and recurrently monitored.

Technical Support

- The Employee will support allocated country programme teams, drawing support and advice for specialist areas where needed from UK HQ, with technical advice and guidance to reinforce the quality of programme activities:
- Provide technical guidance for vector-borne disease case management delivery when applicable (diagnosis and treatment) in line with international guidelines and MENTOR experience and practice.
- Advise on, and review all job aids, training manuals and related case management tools.
- Advise on vector-borne disease case management delivery capacity building of local and international partners when needed.
- Provide technical guidance on best practice for the design and delivery of prevention campaigns across several areas of interventions where MENTOR operates: Integrated Vector Management, NTD, WASH, Access to health care.
- Advise and review all job aids, IEC, training manuals and related prevention tools.
- Support quality improvement of activity implementation and overall programmatic management in the country supported promoting sharing of lessons learned and continuous improvement of guidelines and tools to guide technically sounds activities.
- Ensure standardization of M&E protocols for both case management and prevention related activities, guaranteeing standardization of medically related data collection across programmes
- Review and advise on operational research, embedded into MENTOR programmatic action and support in the design, implementation and analysis phase of potential operational research studies.

Grant management and Programme Reporting

- Ensure that all country teams provide bi-weekly technical programme reporting on a timely basis, other than in new emergency programmes.
- Ensure country teams have read all applicable grant agreements and are aware of technical narrative reporting requirements and timelines.
- Ensure that country management teams submit all requisite quarterly, annual and any other requested narrative programme progress reports in line with donor and internal requirements (normally two weeks prior to donor submission deadlines).
- Co-ordinate the review, technical editing and formatting of programme reports.

- Ensure the timely submission of UK HQ checked and approved (narrative) reports to donor partners in line with their specifications and schedule deadlines.

Strategic Development

- The Employee will work with the Director, the Management Team and Country Managers to regularly review the relevance and impact of the organisation's ongoing operations.
- Will work with the Director and the Management Team, to monitor high risk VBD country situations, for natural disasters, conflict, population displacement, and epidemic risk factors.
- Will research potential developing crises situations (above) where MENTOR support may be required and will develop short briefing papers to outline needs and potential responses, for the Director, Management Team and other Employees to consider.
- Will investigate and identify potential donor interest and funding options for potential new MENTOR programmes (emergency responses and longer term) to help guide and inform the organisation's decision making for new assessment missions.
- Will conduct assessment missions (normally accompanied by one other) to investigate priority settings agreed by the organisation.
- Will help to lead the development of disease control response planning, and where relevant ensure operational research issues are also considered, based on assessment and research results.
- Will assist the Director, Management Team and other Employees (as needed) to develop and present concept papers, proposals and background papers to donors and country partners, in order to develop new funding streams for the new organisational responses proposed.
- Will work with the Director, Management Team and other Employees to help lead the set-up of new programmes.

Other

- The Employee will work with the Director, Management Team and Country teams to support new technical proposal development.
- Assist in representation of the work of the MENTOR Initiative at international meetings and conferences, as and when requested by the Director.
- Assist UK HQ to provide VBD and NTD control technical advice and support to other Employees who are co-ordinating existing programmes.
- Assist UK HQ to deliver (acting as a trainer) technical training on malaria and other vector borne diseases etc. as requested by the Director and Management Team.
- Other supportive duties as agreed with the Director and Management Team.

