

# Job Framework, Country Director In Waiting



## Purpose:

The Country Director In Waiting (CDIW) programme is designed to harness relevant skills and experiences that are sought at an advanced level whilst gaining familiarity with MSI, our partnership model and the key components of a senior management position.

It is anticipated that the CDIW will spend an initial 6 to 12 months based from the London support office. During this time the CDIW will travel extensively within the MSI partnership and will work on projects to support multiple country programmes within the Africa and Latin America region. The aim is that at the end of an agreed time period, the CDIW will take a Senior Management vacancy within one of our partner programmes. Throughout this initial period in London the post holder will be required to travel extensively with long periods of time (up to 3 months) in country.

job Title:	Location:	Reporting to:	Probationary Period:
Country Director In Waiting	London (with international travel)	Regional Director	6 months

Marie Stopes International (MSI) is a marketing focused, results oriented social enterprise. We develop efficient, effective and sustainable family planning programmes in the UK and overseas. The UK division provides services to men and women over 130,000 times a year.

The primary responsibility of this role is to further MSI's Goal: **THE PREVENTION OF UNWANTED BIRTHS** and its mission of ensuring the individuals right to: **CHILDREN BY CHOICE NOT CHANCE**

It is a role requirement that the job holder must fully comply with, promote and live **MSI CORE VALUES**:

mission driven	customer focused	results orientated	pioneering	sustainable	people centered
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Key Responsibilities	Measure
<p><b>Management, Technical and Strategic Assistance</b></p> <ul style="list-style-type: none"> <li> <b>Project Support:</b> Ensure that projects are executed on time, to design and to budget by:           <ul style="list-style-type: none"> <li>Co-ordinating project implementation; including scheduling of activities, identification and scheduling of resource requirements and the recruitment and induction of required personnel.</li> <li>Monitoring and evaluating project performance by developing performance indicators.</li> <li>Manage donor funding and transfers of funds to partners in line with agreed cash flow and work plan.</li> <li>Maintain an overview of ongoing projects and programmes by monitoring productivity and financial performance through effective analysis of data received from partners.</li> </ul> </li> <li> <b>Technical Assistance:</b> Ensure that partner organisations develop sufficient capacity to manage expanding programmes through:           <ul style="list-style-type: none"> <li>Identifying needs for technical assistance.</li> <li>Provision of technical assistance as appropriate.</li> <li>Ensure timely implementation of technical assistance.</li> <li>Contribute to the development of programme monitoring and evaluation capacity.</li> </ul> </li> <li> <b>Systems Improvement:</b> Ensure that partner organisations are working with appropriate systems and procedures:           <ul style="list-style-type: none"> <li>Ensure programme activities are in compliance with MSI standards as stated in the MSI Partnership Manual.</li> <li>Advise partners on the use of appropriate systems and assist in the setting up of such systems where appropriate.</li> <li>Monitor the implementation of systems by carrying out regular monitoring visits to the programmes; provide feedback to the programme and offer support based on visit results.</li> <li>Provide operational advice and other support on systems development.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Projects are delivered on time with appropriate resources to support.</li> <li>Relevant performance indicators developed and implemented for each project.</li> <li>Transfers made to programmes according to donor requirements in an accurate and timely manner.</li> <li>Accurate financial and productivity project reports are available. Appropriate amendments to projects made based on analysis of data.</li> <li>Technical assistance needs identified.</li> <li>Technical assistance delivered in a timely manner, as appropriate.</li> <li>Evidence of strengthened M&amp;E tools in country programmes.</li> <li>Each programme meets MSI standards.</li> <li>Appropriate systems identified and implemented in conjunction with partners.</li> <li>Monitoring visits conducted and necessary amendments made where necessary.</li> </ul>

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- **Managing Productivity:** Support the Country Directors in managing productivity for the programme, advising on and working with partners to develop strategies for improving productivity and performance including the effective promotion of services and/or products; HR Management strategies etc.
- **Strategic Planning:** To support the country programmes to construct robust annual business and strategic plans to ensure that the plans meet the individual needs of each programme.
- **Project Design and Resource Development:** To ensure that all possible measures are taken by MSI and partner programmes to secure appropriate funding bases. To assist with the preparation of proposals, project cycle management and reporting in conjunction with the Resource Development Team.

- Insert measure here
- Robust and thoughtful strategic and business plans developed and implemented in programmes
- New funding secured to cover existing and new activities and support costs for in-country programmes
- All donor reports submitted on time and to a high standard

## External Representation

- **Donor and Government Liaison:** Represent MSI and partners to external bodies, including Government representatives, international organisations and donors. Ensure that the MSI partnership is promoted with Governments and development appropriate donor relationships.

- Evidence of regular contacts and interactions with donor representatives

## Team Management

- **Country Director Management:** Provide management support and direction to the in-country Country Directors, including performance monitoring, appraisal and support with training and professional development.
- **Programme Team Management:** Provide management support and direction to London based programme support team members in order to ensure they meet their objectives and personal and professional development.
- **In-Country Team Support:** Contribute to the development of local teams through inputs to recruitment, appraisals and training needs identification as appropriate.
- **Management Support:** provide Management Support in the form of management advice, management coaching, and other basic management fundamentals, as directed by the Regional Director. Management Support may take the form of short term Management assignments within Country Programmes

- Performance of Country Directors effectively monitored and fed back as appropriate. Individual development plans created with Country Directors.
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- Country programmes are suitable resourced at all times.
- Programme performance is high.
- Regulatory Interaction with country Directors and/or Senior Management Team Members within Country Programmes. Regular feedback to Regional Director on Management Challenges within the Countries.

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## Skills and Experience

### Qualifications:

- Educated to degree level or equivalent
- Post graduate/Management qualification Desirable
- Finance or Marketing management qualification Desirable

### Experience:

- Experience of leading/managing large, complex projects from inception to completion
- An understanding of development issues within Africa
- Experience of working in Africa
- Experience of working in or knowledge of Reproductive Healthcare Desirable
- Demonstrated strategic planning experience and understanding of best practise processes
- Previous experience of representing organisations at a senior level with key external stakeholders
- Experience of using financial information for management decision making; including budget development and control
- Experience of managing large, complex and remote teams
- Experience of designing, implementing and monitoring effective project performance management
- Experience of identifying organisational change needs, implementing and managing the change process

### Skills:

- Highly developed communication skills (verbal and written)
- Able to handling a heavy and fluctuating workload and to work under pressure
- Ability to analyse verbal and numerical data, to draw conclusions from this data and then develop and implement appropriate strategies
- Successful track record in proposal and report writing
- Good spoken and written French or Spanish is Desirable

### Attitude / Motivation:

- Results oriented
- Innovative
- Prioritises personal/career development
- Pro MSI philosophy of social enterprise and cost recovery and reproductive rights
- Pro choice on abortion
- Willing to travel extensively

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