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| **JOB TITLE:** **Strengthening Health Systems to Provide Life Saving Maternal, Newborn, and Child, Health and Nutrition Services Programme Manager**  |
| **TEAM/PROGRAMME:** Programme Development and Quality | **LOCATION:**  Mongu |
| **GRADE**: 3 | **POST TYPE:** National |
| **CHILD SAFEGUARDING:**  Level 3: the post holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.***This position is contingent upon donor approval and funding*** |
| **ROLE PURPOSE:** The MNCHN Programme Manager is responsible for strategically driving, coordinating and reporting on the results for the, Strengthening Health Systems to Provide Life Saving Maternal, Newborn, and Child, Health and Nutrition Services using an adaptive management and learning and reflection approach to achieve outcomes and impact for meaningful and lasting change for children.The MNCHN Programme Manager works closely with other functions including Country Office Senior Management Team to meet all program-related objectives in the Country Office. The Programme Manager is accountable for effective and efficient management of Strengthening Health Systems to Provide Life Saving Maternal, Newborn, and Child, Health and Nutrition Services in ways that ensure resources are focused on reaching strategic objectives, meeting donor expectations and adhering to all internal and external standards.The MNCHN Manager will support the Country Offices on Strengthening Health Systems to Provide Life Saving Maternal, Newborn, and Child, Health and Nutrition Services where Save the Children with the Government of the Republic of Zambia (GRZ ) will enhance the quality of maternal, newborn, child health and nutrition (MNCHN) services. The intervention will target all the levels of the Zambian health systems from community through health centers to Level 2 hospitals focusing on strengthening the quality of services and continuum of care |
| **SCOPE OF ROLE:** **Reports to: Director of Programme Operations****Staff reporting to this post: MNCHN Coordinator , MEAL Officer and Project Driver** **Indirect : None****Budget Responsibilities:****Role Dimensions**: Programme Manager has overall accountable and is the main budget holder for the . Strengthening Health Systems to Provide Life Saving Maternal, Newborn, and Child, Health and Nutrition Services The jobholder manages all key and strategic communications, community-action, social behaviour change, campaigns relationships and engagements for the Programme with funding member offices and within the CO. The Programme Manager works collaboratively with other teams (PDQ, finance, Supply Chain and Awards including Human Resources). S/He engages with Health Technical Specialist and CO senior management and support staff to ensure smooth running of the Programme. |
| **KEY AREAS OF ACCOUNTABILITY:****Program Planning and implementation Management.*** Responsible for managing the Strengthening Health Systems to Provide Life Saving Maternal, Newborn, and Child, Health and Nutrition Services to achieve and report on the results in line with the projects’ Logical Framework.
* Provides leadership and design expertise in the rigorous application of Social and Behaviour Change Communication theory, practice, principles and current best practices that achieve measurable results.
* Ensure timely submission of quality program annual plans with the respective phased budget aligned with the Country office CSP.
* Ensure that all program operations are based on and are in line with the approved annual plan, phased budget, DIP, procurement plan.
* Ensure that the Strengthening Health Systems to Provide Life Saving Maternal, Newborn, and Child, Health and Nutrition Services is aligned with and meet MEAL requirements, CO KPIs, essential standards and policies.
* Contribute to the analysis, synthesis, and reporting of program outputs and results in close collaboration with the M&E team, and ensure incorporation of lessons-learned into ongoing implementation;
* Submit routine reports for project in line with project’s reporting requirements
1. **Budgeting and Financial Management**

Responsible for the overall programs financial and budgetary management. This responsibility includes;* Ensuring that a quality and timely program phased budget aligned with the DIP is in place.
* Ensure that program implementation meets the monthly financial performance target (100% burn rate) and annual spending against life of award budget not greater than 100%.
* Ensure that all financial policies and regulations relating to cash flow management, expenditure controls, cash management, accounting information, advances management as put in place for the management and control of funds are followed by the staff and partners in implementing the different program activities.
* Hold monthly staff meetings to plan and reflect on program roll out.
* Financial management – Ensure excellent financial management and accountability in line with SCI policy guidelines.
1. **MEAL and Program Reporting.**
* Ensure timely and quality program design and study processes which include assessments, baseline, researches and evaluations
* Ensure that the program adheres to and meets all quality bench marks.
* Ensure accountability mechanisms are integrated into all aspects of programme management structures including information sharing, beneficiary engagement (including children’s participation) and that excellent collection and management of complaints and feedback is conducted in close collaboration with MEAL staff.
* Ensure regular monitoring of program results, documentation of programme, case studies, lessons learnt, significant changes and best practices and coordinating learning and reflection meetings/sessions
* Ensure functional program monitoring and evaluation systems is in place
* Ensure timely submission of high quality monthly program progress and end of fiscal year reports which are in accordance with the program reporting schedule and formats/guidelines.
* Ensure that issues raised in the reports are comprehensively addressed in a timely manner

**5. Advocacy, Networking and influencing*** Guides and spearheads district level advocacy for children and other vulnerable groups in the Impact Area
* Liaise with PDQ to identify, develop and lead local level advocacy in line with organizational advocacy strategy
* Builds strategic networks, coalitions and alliances on key advocacy issues.
* Develops a data base of strategic networks and partnerships for advocacy.
* Ensure Advocacy for children integrated in programme and project operations and plans.
* Develop strategies for collaborations within the district.
* Document lessons and learning’s from advocacy engagements
* Work closely with partners in the districts including the District Health Office, District Education Office to ensure synergy between the country strategy plan and district plans and intervention in addition to organisation visibility.
* This includes attending key and agreed upon district and Sub- national and national meetings for purpose of advocacy.

**6**  **Child Safeguarding** * Work with Child Safeguarding Focal persons to ensure all CO staff are trained in CS
* Closely review documents and agreements to ensure all partners, contractors, visitors, volunteers etc. comply with CS and code of conduct standards

**Technical Leadership*** Foster and establish productive working relationship with DHO staff.
* coordination, and support to the implementation of Strengthening Health Systems to Provide Life Saving Maternal, New-born, and Child, Health and Nutrition Services activities.
* Convene Projects meetings, ensuring effective collaboration and coordination with strategic partners
* Keep updated a repository of approved resources that can be shared with other partners
* Effectively managing relationships of MoH and partners
* Identify, document, and disseminate program successes, best practices, challenges and lessons learnt during project implementation on quarterly basis.
* Participate in and represent the project in the MNCHN technical working groups and other professional meetings.
* Foster networking with other stakeholders and the community structures to promote access to and the uptake of MNCHN services.
* Wok with the Provincial Health Office to improve the coordination and implementation of MNCHN services through stakeholder engagement, strategic planning, and oversight.
* Support MOH to hold regular technical meetings to review the performance of MNCHN services.
* Prepare quality monthly, quarterly, and annual reports for the project.
* Work with MOH staff and the project supported health facilities to ensure the availability of key commodities and equipment required for the provision of quality MNCHN services.
* Work with MOH to ensure that the supported health facilities conduct integrated community outreach services and strengthen referral systems between different care levels.
* Work with MOH to support the regular engagement of community structures to address gaps in MNCHN services in the project supported health facilities.

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| **SKILLS AND BEHAVIOURS (our Values in Practice)****BEHAVIOURS (Values in Practice**)**Accountability:*** holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* widely shares their personal vision for Save the Children, engages and motivates others
* future orientated, thinks strategically and on a global scale.

**Collaboration:*** builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* values diversity, sees it as a source of competitive strength
* approachable, good listener, easy to talk to.

**Creativity:*** develops and encourages new and innovative solutions
* willing to take disciplined risks.

**Integrity:*** honest, encourages openness and transparency; demonstrates highest levels of integrity
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| **QUALIFICATIONS****• Degree in Social Sciences, Public Health, Nursing or other related Health degree****• Post graduate qualification in Communication for development, Public Health or related field will be an added advantage****• Minimum of 5 -7 years of experience in a Social Behaviorial Change Communication programming, Coordination, planning, implementation, and monitoring and evaluation****• Previous working relationships within donor funded programs and with key multilateral agencies, and bilateral donors;** |
|  **EXPERIENCE AND SKILLS****Essential*** Degree in Social Sciences, Public Health, Nursing or other related Health degree
* Minimum of more than five years of project management experience at mid-level management or higher Previous working relationships within donor funded programs and with key multilateral agencies, and bilateral donors;
* Demonstrated ability to work within a multi-faceted health development program in collaboration with MOH personnel at provincial, district and health facility levels, and local partners;
* A demonstrated track record in community engagement approaches and Participatory methodologies, training and development of community bulletins;
* Experience with social and behaviour change models and strategies and their practical application at the community level to achieve measurable change key areas
* Experience with participatory community-led approaches to design and implementation of programmes
* Experience with adaptive management and learning and reflection based programming approaches
* Experience with partner capacity assessment, OCD/capacity building of local partners
* Demonstrable financial, planning and budget management skills a MUST.
* Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures
* Demonstrated knowledge of international and local policies and frameworks relating to their thematic area is necessary.
* Certification or proven experience in project management methodology
* Strong record of fostering new and effective partnerships, team building and collaborative implementation
* Proven ability to develop and oversee implementation of program work plans and coordinate/manage field staff implementing these plans;
* Ability to work in a complex environment with multiple tasks, short deadlines and intense pressure to perform;
* Ability to work independently and also as a team leader/member with diverse team of partners and counterparts;
* Excellent interpersonal and communication skills (oral, written and presentation);
* Excellent computer skills and experience working with Microsoft Office applications;
* English fluency (verbal and written) required;
* Proven leadership, strategic thinking, organizational, team-building, and representational skills.
* Strong knowledge of the Zambian health system.
* Previous experience working in Western Province
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| **Additional job responsibilities****The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.** |
| The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
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| **JD written by:** | **Date: Grace Mwendapole**  |
| **JD agreed by:** | **Date: Godfrey Mutaawe**  |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |

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| **Date of issue: Author : Grace Mwendapole**  |