

## Job Advertisement



Marie Stopes Sierra Leone (MSSL) is a results-orientated Social Business which uses modern management and marketing techniques to provide family planning (FP), sexual and reproductive healthcare (SRH) and allied services. MSSL's goal is to meet the needs of underserved Sierra Leoneans and dramatically improve access and use of family planning and other reproductive health services.

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

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

Job Title:	Location:	Reporting to:	Probationary Period:
Maternal Child Health Advisor	North-North East and South- South East Regions	Programme Manager	6 Months

### Functional responsibilities include:

#### Clinical Service

- Design, develop, implement and manage clinical monitoring plans
- Use clinical monitoring tools adapting existing MSI quality check list.
- Oversee the Clinical Development of IRMNH provider facilities.
- Implement a monitoring schedule for IRMNH provider facilities and Outreach teams.
- Participates in the monitoring and evaluation and quality assurance for IRMNH provider facilities and Outreach teams.
- Ensures that IRMNH providers and Outreach teams keep records and relevant data necessary to make management decisions and to plan the programme further.
- Ensure clinical client records are available in all provider facilities and outreach teams
- Work closely with Senior Programmes Manager in service delivery

#### Outreach Service

- Supervise the work of outreach teams in their respective locations.
- Identify and proposed clinical training needs for outreach teams.

#### Stock and Equipment

- Ensure there are IRMNH provider facilities and outreach teams maintain stock and stock record
- Ensure IRMNH provider facilities and outreach teams maintain equipment necessary for their work.
- To check all stock intakes from suppliers in the custody of outreach teams.

### CONTROLS AND FEEDBACK

- Ensure clinical claims vetting of all claims submitted by provider facilities.
- Ensure each claim is authenticated
- Coordinates and maintain effective and productive communication with and between provider facilities, outreach teams and the voucher management team – MSSL
- Collaborate with stakeholders/partners and remain up-to-date on reproductive health issues.
- Ensure major and minor incidences are recorded and sent to the Clinical Services Manager.
- Reports regularly on an informal basis on the ongoing progress.
- Notify line manager promptly of any significant challenges to achieving stated objectives that may need to be resolved.

## TRAININGS

- Identify and proposed clinical training needs for IRMNH provider facilities
- Train and give hands on support to outreach teams in the field.
- Ensure refresher training for outreach teams

## OTHER

- Additional activities that support the successful implementation of MSSL activities
- MSSL being a multi-tasking organization, any other duties as may be required in the interest of MSSL by Line Manager

### **Required Qualification and Experience**

Certificate in Midwifery/ SRN/ CHO/CHA with Three (3) years' experience in Reproductive Health service delivery and Clinical Management. Experience working in a clinical setting and/or a health practitioner with at least 2 years' experience as a quality assurer in Sexual and Reproductive Health Services. Ability to write high quality reports and presentation in English; Excellent planning & organization skills

### **Mode of Application:**

Interested candidates should apply by **email only** with CV containing 2 references, location of interest and suitability statement as a single attachment to [recruitment@mariestopes.org.sl](mailto:recruitment@mariestopes.org.sl) not later than 13<sup>th</sup> April 2016. MSSL is an equal opportunities employer. The subject of the email should be **APPLICATION FOR THE POSITION OF MATERNAL HEALTH ADVISOR AND LOCATION** and the **CV/Suitability statement** should be saved in the applicant's full name"

Only short listed applicants will be invited for interview. Copies of certificates will be requested during the interview.

<b>Job Title:</b>	<b>Location:</b>	<b>Reporting to:</b>	<b>Probationary Period:</b>
Project Manager	Freetown, Sierra Leone	Senior Manager Programmes	6 Months

### **Purpose:**

The Project Manager will provide overall oversight, leadership and direction to Marie Stopes Sierra Leone's (MSSL) Improving Reproductive, Maternal and Newborn Health (IRMNH) project team. The Project Manager will be responsible for the day to day implementation all of IRMNH activities in targeted districts of Sierra Leone. She/he will be responsible for coordinating the project planning (supported by MSSL support units to develop work plans), implementation and monitoring of progress, synergizing activities across the implementing partners, and coordination and relationship building with key stakeholders including relevant national and local governments, particularly in the Ministry of Health and Sanitation. The Project manager will, in particular, support the implementation of the DFID project. He/she will make every effort to ensure that the Project's objectives/outputs are achieved to a high standard of quality according to the log frame and budget, within the project period and in compliance with national laws, donor regulations and MSSL/MSI's policies and procedures. She/he will, with support from the Senior Programme Manager and Director of Programmes, be responsible for ensuring project activities are in full compliance with donor grant requirements.

### **Project Management**

- Provide oversight, leadership and day-to-day management of project budget and implementation of the IRMNH project
- Implement and maintain best practice project management systems, processes and tools (project plan, risk and issue log, action log, meeting minutes etc.)
- Ensure all project aims, objectives and deliverables are implemented, monitored and evaluated, and that reports are provided to donors on time with accurate recording of data
- Ensure project activities are implemented to MSI Minimum Standards for Voucher Programmes, and provide accurate and timely reports to MSSL
- Ensure Marie Stopes' standards of excellence in clinical service delivery are maintained

- Work with the Monitoring and Evaluation unit (M&E) to establish and implement project monitoring and evaluation systems, processes and tools in order to:
  - enable robust project monitoring and supervision, and a culture of continuous improvement
  - provide regular information on progress towards project indicators per log frame and assess the impact of the project, and ensure that planned activities remain appropriate and realistic and, if required, suggest corrective measures to line management and/or project team
  - support Marketing and Business Development colleagues with identification of case studies and stories of success
- Ensure accurate and timely reporting, coordination and accountability to DFID Sierra Leone, and full donor compliance
- Ensure that project activities, product models, innovations and lessons are shared with the MSSL Senior Management Team, MSI, M&E and, as required, implementing partners
- Work closely with other project managers, support units and external implementing partners e.g. PMEL to ensure proper coordination exists for efficient project implementation

### **Finance / Budget and Grants Management**

- Function as the budget holder for the grants, with primary responsibility of grant cycle management and grant compliance
- Comply with financial management procedures and expenditure monitoring systems
- Ensure authorisation of all necessary project site expenditure (including reimbursements and advances) is implemented efficiently per approved budget, and that project expenses are kept to a minimum consistent with sound administrative and financial practices
- Ensure project expenditure is coded correctly and consistently (i.e. allocated to correct budget lines) and that donor funds are used solely for the purposes for which they were granted
- Develop and monitor monthly project expenditure report for accuracy and appropriateness; regularly discuss with Project Accountant/Finance Manager concerns regarding financial reporting issues, errors, trends, payment delays, outstanding commitments and related matters
- Ensure risk management procedures and due diligence to eliminate possibility of fraud and corruption are implemented, with a particular emphasis on the private sector and the voucher program; ensure full implementation of MSSL/MSI Fraud and Whistle Blowing policies

### **Contract Management and Compliance**

- Ensure contractual compliance obligations to projects and Government are understood and adhered to by all relevant project staff (and partners)
- In the event of any urgent and serious matters, provide immediate reports (verbal or written) to line management; such matters of significance may include: staff, security, financial or asset control, project performance, legal issues, events likely to gain adverse publicity, and or any other matters felt to be of significance by the Project Manager
- Ensure that approved objectives, outputs (targets) and budgets are reached. Any changes to the project design, objectives, outputs or budget must have prior approval by the donor
- Ensure the effective management, maintenance, security and legitimate usage of project facilities, assets, personnel and equipment

### **Government Liaison / External Relations**

- Support the Senior Programmes Manager to establish /strengthen Government relations at the district and sub-district levels; support Regional Managers in developing strong rapport with district administration
- Ensure that appropriate MOUs are in place with national and district authorities
- Establish and maintain positive working relationships with other institutions involved in the project by ensuring appropriate representation
- Develop, maintain and strengthen relations with other agencies working in the country in the Sexual and Reproductive Health field
- Undertake areas of responsibility in a professional manner and in a way that enhances the reputation of the Project and the reputation of MSSL and MSI

## Personnel Management

- Maintain up -to-date job frameworks for all relevant Project staff, which clearly explain the roles and responsibilities of each staff member; ensure that all MSSL policies are adhered to  
Work with line management and Human Resources Department to recruit staff for all project positions; ensure that MSSL's recruitment procedures are followed
- Ensure that all project staff clearly understands their roles and responsibilities; on the basis of their job frameworks and agreed key performance indicators, manage staff performance and provide constructive feedback to staff in line with MSSL's "Performance Plus" (Performance Management Process)
- Ensure that the provisions of MSSL's Human Resource Manual are being complied with; in particular, ensure that working hours and leave provisions are being applied and liaise with the Line Manager/Human Resources Unit regarding relevant staffing issues
- At all times ensure the safety and security of all Project staff  
Exhibit and lead by example on MSI Behaviours and Leadership Behaviours; ensure all staff exhibits MSI Behaviours as well

## Administration & Procurement

- In close coordination with the Senior Programmes Manager, Director of Programmes Implementation and Director of Finance and Admin, ensure that assets purchased by or provided to the Project comply with asset management guidelines of MSI and MSSL
- Collaborate with donors, relevant government health staff and MSI Procurement & Logistics to manage an effective system for the supply of commodities for the project
- Manage inventory to maximize efficiencies and oversee fleet management for the project vehicles, in collaboration with the Director of Finance and Admin, procurement and logistics staff of MSSL

## Required Qualification and Experience

Graduate degree in development studies, Public Health, Maternal Child Health, Family Planning or Health Financing with Three (3) years' experience in Reproductive Health service delivery and Clinical Management. Certificate in Project Management (Prince 2) is an added advantage

## Mode of Application:

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