

Job description

HSG Programme Manager (2 year fixed-term)

UK (London or Bath)/Kenya/Cyprus

Company overview

Our mission is to work for an equitable, inclusive and sustainable world. We serve this mission through the provision of international consultancy in health, social justice and social development, focusing on fragile and conflict-affected states, to ensure that our work reaches the world's poorest and most vulnerable people. We aim to practice business as a force for social and environmental good and expect all our employees, partners and suppliers to abide by our Code of Business Ethics.

With companies in the UK, Cyprus, Kenya, and Bangladesh, we have a portfolio of international development programmes as well as fund management responsibilities.

Background

Health Systems Global (HSG) is an international membership society dedicated to promoting health policy and systems research (HPSR) for the strengthening and development of health systems that improve and protect health and wellbeing. Founded in 2012 in response to the need for greater health policy and systems research (HPSR) to accelerate universal health coverage (UHC) worldwide, HSG has emerged as an international society that brings together diverse groups to take forward this agenda and promote health systems research and its application for health system development.

Its flagship event, the bi-annual Global Symposium on Health Systems Research, convenes thousands of health policy and systems researchers, policy-makers, advocates, funders and practitioners from all over the globe.

HSG has a number of membership networks, including Thematic Working Groups and Regional Networks, which are a core component of our identity as a member-driven organization.

Principal accountabilities

1. Support the Executive Director and manage ongoing planning processes, review and own workplans, oversee organisational and project-specific budgets, and develop MEL frameworks.
2. Create organisational and programme schedules and workplans according to contract requirements and escalate issues to senior team members when necessary.
3. Manage the quarterly review of organisational policies and procedures, provide recommendations to the Executive Director for changes.
4. Work with the Finance Manager to track and manage organisational and project-specific budgets according to contract requirements.
5. Maintain and report contract progress, risks and issues to both HSG Board Committees and the central MannionDaniels Operations and Practice team on a quarterly basis, using the companies standard project tracking toolkit.
6. Support the Executive Director with key donor communications and strategic thinking, in particular project progress reports in a timely manner, by providing key project data and analysis.
7. Support the Executive Director and Programmes and Engagement Manager in developing new project proposals
8. Be responsible for leading on the contracting of external partners and consultant.
9. Coordinate and manage duty of care and travel procedures and risk mitigation with staff and consultants prior to travel.

10. Lead on the management of events, coordinate with comms teams, including online events, as and when required.
11. Support the events team for Health Systems Research Symposium 2024 by managing specific responsibilities as identified by the Events Coordinator.
12. Form part of the events team for Health Systems Research Symposium 2026.

Person specification

Please don't apply unless you have the right to work in the UK, Cyprus or Kenya.

Please do not apply unless you fulfil these essential specifications needed for the job:

Essential

- Educated to degree level or equivalent in a subject related to global health
- Minimum of 4 years' experience of setting up, administering and coordinating projects or logistical mechanisms and processes
- Ability to multi-task and organise multiple projects
- Experience of budgeting, work planning and contracting
- Excellent client management and communication skills
- Good familiarity with Microsoft Office and online management systems
- Proven ability to operate in a team environment liaising with diverse teams in an international setting
- Ability to use own initiative, with a proactive and problem-solving attitude
- Fluent written and spoken English
- Good familiarity with Microsoft Office and online management systems
- Good commercial acumen and attention to detail

Desirable

- Experience of living and working overseas
- Fluency in French or other appropriate language skills

Reporting and organisation

The Programme Manager will report directly to the Executive Director. The role can be based out of either of the MannionDaniels offices in Bath or Nairobi.

It is a fixed-term contract for 2 years. This is a full time position and requests for flexible working arrangements will be considered. Occasional travel may be required.

Salary and package

Dependent on location, skills and experience

To apply

Please send your CV and a covering letter to careers@manniondaniels.com no later than the close of business on Friday, 30 August 2024. Please use the job title in the subject line.

MannionDaniels reserves the right to conduct early interviews for the right candidates.

All applicants will be asked to provide proof of identity, right to work documentation and professional references as part of the recruitment process.

MannionDaniels is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of vulnerable children and adults. All our employees are expected to share this commitment and abide by our Business Code of Ethics at all times.