

Job description

Deputy Team Lead Gavi CSO Fund Mechanism

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, Nigeria and Bangladesh we have a portfolio of international development programmes as well as fund management responsibilities. We are the Fund Manager for Gavi the Global Vaccine Alliance, to support civil society in Gavi eligible countries to reach zero dose and under immunised children and underserved communities. Gavi has contracted MannionDaniels through a framework agreement through which individual call-off contracts are managed.

Job context

Are you passionate about increasing access to immunisation and primary health care? We are working with Gavi, the Vaccine Alliance to support national governments to work with civil society in identifying and immunising those who are missing out. This is an exceptional contract to manage funding to civil society organisations across many different countries in Africa and Asia.

The Deputy Team Lead role is essential to the functioning of the Gavi contract and management of a framework agreement. This exciting role has responsibilities mainly across the civil society fund management mechanism but also includes managing additional Gavi contracts within the overall Gavi framework agreement. This role is for a seasoned development practitioner, with programme management or fund management experience, competent in managing complex contracts. The candidate should also have a sound understanding and direct experience of working with civil society organisations.

Principal accountabilities

- To support the Team Lead in the political, technical and managerial leadership of the Gavi contract, to manage the performance of a team of both MannionDaniels and seconded employees.
- Manage contract work planning ensuring key dates and deliverables are met and quality assured. Be responsible for achievement of quarterly and annual KPIs and oversee and ensure the quality of fund level reports and preparations for annual review. Lead quarterly performance meetings with Gavi.
- Lead on ensuring accurate scheduling of activities and allocation of resources in support of contract (s) delivery. Have oversight and management of budgets in collaboration with the finance team.
- Have oversight and responsibility for implementation of procurement systems, including contracting procedure and the development of terms of reference for consultants and sub-contractors in collaboration. Oversee payments process for consultants and sub-contractors.
- Develop key learnings on issues relevant to working with civil society, fund delivery and priority themes of Gavi working in close coordination with the Learning, Monitoring and Evaluation Specialist. Lead on the communications strategy collaborating with the communications team to develop products and disseminate them to relevant external audiences.
- Manage relationship and contracting with consortium partner OPM.

- Ensure MannionDaniels procedures, such as risk management, safeguarding, code of conduct and data protection policies are correctly implemented and documented for all Gavi activities.
- Line management of specific team members

Person specification

Essential

- Hold a Masters in Public Health or in a relevant international development field.
- Have a minimum of 8 years' experience of working in international development.
- Must have experience of managing development programmes in Sub Saharan Africa or South Asia.
- Must be able to demonstrate experience of leading and managing complex programmes including having budget responsibilities.
- Good familiarity with Microsoft Office and online management systems
- Good commercial acumen and attention to detail
- Proven ability to operate in a team environment liaising with diverse teams in an international setting.
- Ability to manage a varied workload and prioritise tasks, work under pressure and meet deadlines.
- Ability to use own initiative, with a proactive and problem-solving attitude.

Desirable

- Fluency in French
- Experience in the field of immunisation or primary health care in Africa or Asia
- Experience of working with Gavi

Reporting and organization

This is a middle management level position with salary dependent on qualifications, experience and location. The salary is benchmarked according to other MannionDaniels salary levels. Flexible working arrangements can be considered. Occasional international and national travel may be required.

This is a full-time position based either in the UK or Kenya, with remote working possible but with regular travel to either the Bath or Nairobi MannionDaniels office to interact with team members (frequency to be agreed during recruitment).

How to apply:

To apply for this role, please send your up-to-date CV and covering letter explaining why you are suitable for the role to careers@manniondaniels.com by noon on Monday, 17 February 2025. Please put the Job Title in the subject line. Only short-listed candidates will be contacted.

MannionDaniels reserves the right to interview early for the right candidate.

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.