

## **Amref Health Africa Job Description**

**POSITION:** Regional Program Support Lead

**REPORTS TO:** Program Director

**SUPERVISES:** Cluster Managers

**LOCATION:** Addis Ababa (1),

### **I. JOB SUMMARY:**

Amref Health Africa is looking for a Regional Program Support Lead for program and operational oversight of activity implementation at the cluster level for the USAID Integrated Youth Activity (IYA) that aims to empower youth to advance their own economic, civic and social development across 18 secondary urban cities of Ethiopia. This position ensures that IYA interventions are implemented in accordance with the project's strategic objectives, and program approaches. The Regional Program Support Lead will provide guidance on the day to day implementation of the activity to the Ethiopian CSO in collaboration and consultation with the Country office program and operations support. The Regional Program Support Lead ensures effective planning, coordination and implementation of programs; utilisation of resources, smooth running of systems and support to CSP program and operations staff whilst ensuring adherence to organisational policies, guidelines and procedures He/she is responsible to serve as the primary liaison on behalf of IYA for the project in the cluster cities and to establish regional partnership and maintain good working relationship between the IYA Country office team and the CSO cluster level staff. The position is based in Addis Ababa with frequent travel to implementation cities.

### **II. DUTIES AND RESPONSIBILITIES:**

#### **Program Planning and Implementation**

- Support the CSO Cluster Lead plan, organize and coordinate the overall cluster level activities of IYA interventions; this entails developing realistic and strategically focused annual program implementation plans and providing timely quarterly workplans, programatic and financial reports, logisitcs support and cash requests;
- Ensure that IYA interventions at the cluster level are implemented in accordance to the IYA procedures, principles and operational guidelines;
- Support the cluster offices conduct monthly and quarterly review of work plans and budgets, and ensure such plans are implemented accordingly; support cluster offices submit progress reports and work plans timely using project indicator data to inform program strategies, in accordance with IYA review/planning system;
- Ensure the cluster offices have the necessary professional, administrative, financial and other input for successful implementation of activities according to approved plans and schedules;
- Ensure supervision of program implementation IYA supported sites (cluster hubs, career centers & health centers) and conducts periodic supportive supervision to sites, and support technical, program and operations field staffs.
- Keep up to date with developments in the project, including best practice examples and ensures ongoing personal development and learning.

#### **Monitoring, evaluation, accountability and learning**

- Supports CSO program and M&E team to ensure timely reporting of program activities and progress towards higher level goals and objectives per donor requirements and IYA quality standards.

- Contributes to the preparation and dissemination of internal and external reports and presentation, as well as all deliverables requested by government partners and donors;
- Documents lessons learned and share within IYA and other projects, to build IYA's knowledge management
- Participates in joint supportive supervision visits together with the M&E team.

### **Project Coordination and Communication**

- Works with Cluster offices and CO staff to assess and identify technical assistance needs with regard to technical skills, supervision support, etc. for new and ongoing interventions;
- Coordinates and ensures implementation of recommendations given CO Technical, Program, M&E, Finance and Administration units and ensure findings and reports from staff are communicated and shared with cluster office respective units;
- Analyzes content of all cluster offices to improve program strategy and implementation; provides feedback to cluster office staff;
- Participates in cluster office monthly program and technical staff meeting; support cluster lead to ensure action items are followed up and share information with all units;
- In coordination with the Country office technical and program staffs, communicates with all Cluster Office staff on all major reporting requirements for IYA;
- Communicates and coordinates activities frequently with CO Technical, Program, and Finance and Administration Directors to ensure smooth implementation of planned activities through CSO at the cluster office level;
- Fosters strong partnerships and build networks between CO, Cluster officers, clusters level respective health, economic growth and education offices, as well as higher level education institutions; and other relevant stakeholders; Participates in relevant Technical labs at cluster office level; Represents the IYA consortium at relevant technical & managerial meetings at the city level;
- Communicates and maintains good relations with field-based clients and other key partners such as Regional or city level health, education and youth bureaus; Works in partnership with other International organizations, other CSO and FBO to ensure program harmonization.

### **Budgeting and Financial Control**

- Support Cluster lead in overseeing the management of all project funds operating within the cluster office. As such, coordinate with the CO finance staffs and grants and compliance officers, to provide support to cluster officer finance and admin staff to develop and implement financial controls and monitor all project related financial transactions and expenditures to assure that the RO activities are implemented within the approved budget;
- In close collaboration with the finance and administration officer, ensures cluster offices are compliant with relevant USG regulations and, timely and accurate financial reporting of IYA;
- Ensures implementation of systems and procedures, especially in relation to budgetary and financial regulations and agreements at cluster level;
- In collaboration with the Country office Finance and Administration teams, monitor cluster office programmatic performance and financial expenditures on a regular basis using existing monitoring tools.

### **Administration and Logistics Management**

- Support cluster office leads to oversee all Administrative and General Services, safety and security of premises, office administration, work place ethics and office space allocation, utilities and insurances, leases and maintenances;

- Support cluster office leads to oversee all local procurements to ensure are in line with USAID and Amref Health Africa procurement procedures and guidelines;
- Support cluster office leads to ensure proper property management and store systems are in place at cluster level office and ensures properties are secured from any risks;
- Support cluster office lead to ensures adequate logistics for the successful implementation of the project and liaise on any operations support needed at the cluster office with the Country office.

### **Capacity Building of CSO staffs**

- In consultation with Technical and Program Directors, and Capacity building advisor, ensure the development of key technical/managerial and operations skills of CSO staffs to increase their capacity to better undertake their work and assume larger responsibilities.
- Support the implementation of the capacity building plan of CSO staffs in program, technical and operations;
- Participate in selected CSO staff recruitment, transfer and orientation.

### **III. Qualification Requirements**

- Masters in Public Health, Social Sciences, Business Administration, International Development or similar field of studies;
- Seven years of work experience; three years should be in a managerial position;
- Ability to supervise personnel and build and maintain a strong team; Experience working collaboratively with teams from diverse backgrounds;
- Experience developing and implementing effective capacity strengthening models and approaches for local CSO, government stakeholders and individuals;
- Strong analytical and writing skills
- Excellent written and verbal communication skills in English and Amharic.
- Well-developed networking and interpersonal skills;
- Ability to perform and prioritize multiple tasks.
- Computer proficiency in MS Office applications and technology-assisted communication techniques.
- This position is located in Addis Ababa and secondary city centers, with frequent field travel to program sites. Ability to travel at least 50% of the time.