

## Job Vacancy Director of Programs

The **Director of Programs** is responsible for the development and implementation of Marie Stopes International Cambodia's (MSIC) program strategies across its service delivery channels, which include clinical centres, public and private sector support. The Director will bring business approaches to the development and implementation of MSIC programs to ensure outcomes are achieved in the most efficient and effective manner. The Director will develop approaches that use evidence and innovative solutions to support the delivery of quality sexual reproductive health services in Cambodia. As a member of the senior leadership team the Director will work collaboratively to achieve MSIC's mission and goals.

Job Title:	Location:	Reporting to:	Probationary Period:
Director of Programs	Phnom Penh, Cambodia – with travel to the provinces required	Country Director	3 months

Marie Stopes International is a global organisation providing personalised contraception and safe abortion services to women and girls. Our local teams of professionals are passionate about the work they do in communities across 37 countries. The services they provide give a woman the power to choose when she has children so that she's free to pursue her plans and dreams for herself and her family. Marie Stopes International Cambodia (Marie Stopes) was established in 1998 and operates 7 reproductive health clinics, clinical outreach services, a call centre to provide information to clients and provides technical support to numerous public and private partners. In 2016, Marie Stopes provided services to approximately 80,000 women and men in Cambodia. A key responsibility of this role is to further **Marie Stopes' Vision: A world in which every birth is wanted** and its **Mission** of ensuring the individual's right to: **Children by choice, not chance.**

It is a role requirement that the job holder must fully comply with, promote and live **Marie Stopes' Core Values:**

<b>Mission Driven</b>	<b>Client Centred</b>	<b>Accountable</b>	<b>Courageous</b>
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### Key Responsibilities

- Oversee development and implementation of MSIC's program delivery plans and strategies across all service delivery channels in alignment with MSI Success Models to increase access to high-quality family planning and safe abortion information and services for Cambodian people.
- Work with channel leads and heads of other departments to ensure delivery of evidence based sexual and reproductive health programs in accordance with MSI global standards.
- Oversee integration of channel strategies and plans with marketing, social behaviour change and clinical quality objectives, as well as key cross cutting matters such as gender responsiveness, youth, disability and child protection.
- Oversee program financial matters including development of budgets, monitoring expenditure, mitigating over-and-underspending, ensuring donor compliance and contribution to quarterly forecasting and performance analysis.
- Ensure all donor requirements/outputs are integrated with channel and department strategies and delivered according to stated objectives, within budget and with full donor compliance and oversee donor reporting requirements, ensuring all reports are accurate, high quality and meet deadlines.
- Oversee the implementation of an innovative and comprehensive marketing strategy to raise awareness of MSIC's profile and to increase the impact of its services.
- Oversee the effective implementation of MSIC's Monitoring and Evaluation (M&E) framework across the organisation, ensuring data and research insights support the development of evidence based program delivery.
- Overall responsibility for ensuring data reporting is accurate and data validation processes are in place.
- Work with the senior management team to ensure efficiency in program operations to achieve value for money and financial sustainability of service delivery channels.
- Work closely across the organisation's technical areas for continued support in delivery results (incl. marketing/procurement/logistics/HR/finance/ projects/government and private relationships).
- Oversee development of centre annual plans, business plans and sustainability initiatives
- Ensure high quality standards are maintained and high client satisfaction is achieved.
- Oversee the development and maintenance of strong relationships with relevant government ministries and departments, and other key stakeholders at national and sub-national levels
- Participate in relevant forums to increase the impact of MSIC's work and build recognition of MSIC's brand
- Oversee development of a stakeholder engagement and communication strategy at national and subnational levels, and oversee implementation across channels and departments
- Coordinate the representation of MSIC to external organisations including local, national and international government agencies, NGO/INGO officials, ministries and beneficiary groups.

- Keep up-to-date and informed about the political, legal, economic, social and donor context of RH and FP programming in Cambodia in order to inform program decisions, identify and access opportunities, and assess and manage risk.
- Provide leadership and expertise in new business development and new program designs in line with the global strategy and to support local roll out of new/ updated clinical services.
- Provide strategic leadership to develop and operationalise MSIC's annual Business Plan and Strategic Plan to achieve annual and multi-year goals and objectives
- Participate in regular review and monitoring of MSIC's program-level financial and operational performance to ensure the organization is on-track to deliver on its goals and objectives.
- Improve operations by strengthening capacity, building high performance teams, identifying and promoting talent, managing performance.

**Qualifications/Skills and Experience:**

- Masters level qualifications or equivalent experience in public health, social science, economics, development or related field.
- Cambodian nationals only.
- Extensive experience in a senior management role is required, preferably in international development or the health sector; ideally in a sector that includes clinical and legal components to the work.
- Experience managing multi-tiered management structures and capacity development and training of team members.
- Strong relationships with relevant governmental ministries at national and subnational levels and other Cambodian health sector stakeholders
- Experience in managing donor funded project life cycles including DFAT.
- Strong networking skills and advocacy skills required.
- Excellent communication skills are required particularly around negotiation and influencing
- Advanced business analysis skills.
- Strong English written and verbal communication skills.
- Fluency in Khmer, written and verbal
- A strong track record in achieving both financial and non-financial targets.
- Demonstrated successful experience in management of programs, people and plans
- Approachable with strong interpersonal & listening skills together with the ability to empower their team
- Ability to push the boundaries
- IT literate
- A demonstrated ability to build and maintain strong working relationships with a range of internal and external stakeholders
- Highly developed organising and planning skills with the ability to think strategically.
- Strong supporter of sexual reproductive health rights for all men/women, including abortion services
- Results and solution focused, goes above and beyond
- Self-motivated and a self-starter
- Team player
- The highest levels of integrity, confidentiality and a strong ethical sense

This role is a great opportunity to contribute your skills and commitment to a rewarding project in an emerging health sector of significance.

**A competitive national salary will be offered to the successful candidate.**

Please visit <http://www.mariestopes.org.kh/Career> or contact our Human Resources Team for a detailed job description. Interested and qualified candidates should send applications (CV and a cover letter), stating expected salary to [hrd@mariestopes.org.kh](mailto:hrd@mariestopes.org.kh) or alternately via post to: **Marie Stopes International Cambodia (MSIC) Head Office, Address: #12Eo, St.41, (Village No. 10), Sangkat Tonle Basac, Khan Chamkarmorn, Phnom Penh, Tel: 023 994 082/083.**

MSIC is an equal opportunity employer and women are strongly encouraged to apply.

Only short-listed candidates will be contacted. Closing date for applications is **Sunday 25/Feb/2018 at 17:00pm.**