

**JOB DESCRIPTION**

Job title: Senior Programme Officer (Cambodia and Vietnam)

Reporting to: Country Director

Working with: Country Director, Country Programme Coordinators, Regional Programme Manager, Finance Managers, Monitoring and Evaluation staff.

Location: The post is based in Cambodia (Phnom Penh) with travel to Vietnam and HPA provinces.

Health Poverty Action Background:

Health Poverty Action (HPA) is an international NGO which has worked in Cambodia since 1990 and Viet Nam since 2015. HPA was previously known as Health Unlimited until the name change in 2010. Our mission is to support poor people in their efforts to achieve better health and well-being. Priority is given to the most excluded and vulnerable, in particular indigenous people, underserved and remote communities. HPA works to build knowledge and skills that will enable them to improve their own health and to gain continuing access to effective health services and information.

Summary of Duties:

The Programme Support Officer will pro-actively support programme planning, monitor project implementation and facilitate regular reviews. The post holder will collaborate closely with M&E staff to strengthen M&E planning/ systems and provide effective support for research, data collection/ management and training initiatives. The post holder will identify, design and co-lead organisational quality assurance initiatives to enhance the use of data/ information to improve the quality aspects of project implementation and increase M&E staff’s independence/ capacity related to quality assurance and performance reviews.

Candidate Profile:

Candidates should have proven project management skills, with experience of implementing projects in a developing country context, including implementation planning, management, monitoring and reporting. Strong programme management/ M&E technical capacity, with ability to provide mentoring/ coaching, implement systems strengthening and manage capacity-building/ training initiatives. Previous experience of working on the implementation of donor funded health projects, including experience related to malaria and TB projects an advantage. Good knowledge/ skills related to research and data management, with the ability to process, analyse and draft reports.

Key Responsibilities

Programme Management: (40%)

* Collaborate with relevant staff to ensure that project staff and partners understand the projects clearly, how activities and outputs relate to the attainment of objectives and project indicators/ targets
* Provide technical support (and skills transfer) to programme staff for the effective and efficient management of projects consistent with approved project documents, ensuring that adequate technical and monitoring support is incorporated/ provided, providing such support directly when appropriate
* Support programme staff to develop strategies for selected project activities to formulate an appropriate and considered approach to ensure high quality implementation and outputs
* Coordinate with relevant programme, M&E and finance staff to facilitate regular review and reflection meetings using project documents, implementation plans, financial reports, data and monitoring visit reports to identify problems and agree solutions for incorporation into revised plans
* Closely monitor performance and progress against agreed project work plans, targets, expenditure plans and timeframes, follow-up to agree solutions to issues identified
* Coordinate with the Country Programme Coordinators, the Finance Managers, M&E and logistics staff ensure the timely submission of high-quality narrative, M&E, finance and asset reports, in-line with donor reporting timeframes and contracts
* Ensure that projects are implemented in compliance with donor, government and HPA policies/ requirements.

Programme Quality: 20%

* Co-lead of organisational quality assurance initiatives, including regular meetings with staff at the national and provincial levels to discuss project progress, the challenges identified and agreeing actions to be taken
* Support the M&E Coordinator to develop HPA’s M&E functions and increase independence from the work of programme staff - enhancing abilities to undertake independent quality assurance and inputs into performance reviews
* Undertake periodic field site visits, holding interviews and discussions with project staff and stakeholders to understand project planning, activity implementation approaches/ considerations, data collection/ usage as necessary to ascertain the quality of implementation and prepare reports/ recommendations following each visit
* During field visits conduct random spot-checks/ data verification activities to ensure that appropriate data records/ supporting documentation are in place at the provincial/ national levels to adhere to the requirements of external data verification
* Support designated programme/ M&E staff to design a strategy/ training plan to enhance staff ability to use the data/ information collected to review project implementation performance/ achievements, reflect upon/ revise implementation approaches and make recommendations.

Data and Research Management: (20%)

* Review current data collection/ management with the aim of modifying approaches to improve the usage and impact of the data and information collected
* Assist M&E, programme and partner staff with the establishment of effective data collection systems to ensure that required data is regularly collected, documented, analysed, shared and used for project reviews
* In collaboration with relevant staff, technical partners and consultants ensure effective coordination and support for research, data collection/ management and training initiatives
* Promote learning and sharing between projects in Cambodia, Vietnam and Laos, ensuring lessons learned are documented and shared.

Financial Management: (5%)

* Develop and maintain a detailed knowledge and understanding of project activity budget lines, how these relate to each other, as well as other sections of the budgets
* In collaboration with relevant finance/ programme staff, monitor and lead the review of actual project expenditure against expenditure planned/ budgeted, share expenditure variance narrative explanations and agree project planning revisions.

Programme Development: (5%)

* Assist the Country Director with the strategic development of the HPA Country Programmes in Cambodia and Vietnam
* In collaboration with the Country Director and designated staff, identify and follow-up on potential new project funding opportunities
* In collaboration with the Country Director, the Southeast Asia Coordinator and relevant Cambodia and Vietnam staff strengthen programme development resources for use in writing concept notes, project proposals and budgets.

Representation/ Communications: (5%)

* Represent HPA in government, NGO networks and other forums, as agreed with the Country Director
* Mentor programme staff to interview beneficiaries, take photographs and write stories for reports and the HPA website.

Other: (5%)

* Monitor internal and external developments in HPA target provinces (social, economic, political) which could affect project progress, and report on the changes identified
* Engender good inter-team communications, maintain high standards of professionalism and take suitable action when issues arise
* Personal adherence to all HPA policies and procedures
* Other duties as reasonably requested by the Country Director.

Person Specification

Essential Qualifications/ Experience:

* Advanced degree in development management, public health or relevant social science field
* Minimum of 2-years relevant work experience related to the implementation of donor funded projects in a developing country context, including planning, implementation, monitoring and reporting
* Previous experience of working on the implementation of donor funded health projects, experience related to malaria and TB projects an advantage
* Demonstrable training/ experience/ skills in M&E, data management and research
* Strong English language writing skills with ability to prepare high quality reports and documents for external audiences,
* Experience of mentoring/ coaching and designing/ implementing capacity-building/ training initiatives
* Financial management skills/ experience, including budget development, management and monitoring
* Programme development experience, including project design, proposal and budget development for international donors
* Excellent communication skills, with the ability to communicate effectively at all levels
* Fluency in English required, Khmer/ Vietnamese language skills an advantage
* Competent in MS Word, Excel, PowerPoint, experience of statistical programs preferred
* Willingness to undertake periodic and extended visits to project areas.

Desirable Qualifications/ Experience:

* Strong research and reporting skills/ experience, with ability to coordinate with technical partners and external agencies
* Technical knowledge of quantitative/ qualitative data/ information gathering/ management, the ability to process, analyse, interpret and report data
* Communications related skills related to promoting the work of organisations and writing beneficiary case stories.

*Terms and Conditions:*

*The position is an in-country hire, not eligible for full international staff benefits.*