



## JOB DESCRIPTION

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| <b>Job title:</b>       | <b>Assistant Country Director - Programme</b> (Cambodia and Vietnam)   |
| <b>Reporting to:</b>    | Country Director (Cambodia and Vietnam)  |
| <b>Responsible for:</b> | Technical line-management of Monitoring and Evaluation staff.  |
| <b>Working with:</b>    | Country Director, Country Programme Coordinators, Finance Managers, Regional Programme Manager, Monitoring and Evaluation staff. |
| <b>Location:</b>        | 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. Health Poverty Action is proud to be one of a small number of organisations recognised as being structurally part of the global People's Health Movement.

### Key Responsibilities

#### Programme Management:

- Lead programme planning and monitor project implementation in collaboration with the Country Programme Coordinators, the Finance Managers, M&E staff and partners.
- Closely monitor performance and progress against agreed project work plans, targets, expenditure plans and timeframes, utilising agreed monitoring frameworks and tools.
- Support senior programme staff to facilitate quarterly review and reflection meetings using project plans, data and other relevant project documents, identifying lessons learnt and incorporating into revised plans.
- Pro-actively provide feedback to senior HPA management staff on project implementation, variations between planned and actual activity implementation/ expenditure; and follow-up on agreed solutions to issues identified.
- In collaboration 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 and requirements.

#### Programme Quality:

- Collaborate with relevant programme staff to ensure that project staff and partners understand the projects clearly, how activities and outputs relate to objectives, and the

development of a strategic implementation approach to ensure high quality activity implementation and the achievement of indicators.

- Provide technical support (and skills transfer) to programme staff for the effective and efficient management of projects consistent with the approved project proposals, performance frameworks and budgets.
- Undertake periodic supervisory visits to monitor project implementation, review implementation approaches, data collection/ usage and prepare reports/ recommendations following each visit.
- Reflect upon project data and review the quality aspects of project implementation with the aim of modifying approaches to improve the impact of project activities and make recommendations to relevant management staff.
- Assist senior programme staff in developing strategies for selected project activities to formulate an appropriate and considered approach to ensure high quality implementation and outputs.
- Facilitate the provision of technical support to HPA staff as necessary, providing such support directly when appropriate.

#### Financial Management:

- 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 the Finance Manager, monitor and review actual project expenditure against expenditure planned/ budget, and share expenditure variance narrative explanations with relevant recommendations.
- Collaborate closely with the Country Director, the Finance Managers and logistics staff to strengthen financial and logistics management systems and adherence to ensure compliance with HPA policies and donor requirements.

#### Data and Research Management:

- In collaboration with relevant M&E, programme and partner staff oversee the establishment of effective data collection systems to ensure that required data is regularly collected, documented, analysed, shared and used for project reviews.
- Develop the capacity of project staff to monitor and reflect upon the impact of project activities against the attainment of project targets, indicators and overall objectives.
- In collaboration with relevant technical partners, consultants and staff, ensure effective coordination and support for research, data management and training initiatives.
- Provide technical support for the development and implementation of project technical surveys, data gathering/ management and research initiatives.
- Review current data collection/ management with the aim of modifying approaches to improve the usage and impact of the data and information collected.
- Promote learning and sharing between projects in Cambodia, Vietnam and Laos, ensuring lessons learned are documented and shared.

#### Programme Development:

- 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.

- Support the Country Director in developing new policies, regulations and systems for HPAs operations in Cambodia and Vietnam, as requested.

#### Representation and Coordination:

- Represent HPA in government, NGO networks and other forums, as agreed with the Country Director.
- Support the Country Director in developing links with government agencies, networks, NGOs and relevant stakeholders
- Assist in establishing and strengthening HPA's relationships with government agencies/ officials, NGOs/ CSOs and organisations at the local levels.

#### Human Resource Management:

- Promote team-building activities and carry out conflict resolution, as necessary.
- Collaborate with line-managed staff to develop work plans and ensure the submission of quarterly and other work plans to the Country Director.
- Support selected staff with performance management and developing training/ capacity building plans to address issues identified.
- Provide support and assistance to project staff in emergency situations.

#### Other:

- Engender good inter-team communications, maintain high standards of professionalism and take suitable action when issues arise.
- Other duties as reasonably requested by the Country Director.

### **Person Specification**

#### Essential Requirements:

- Bachelor's Degree in health, development management or relevant field, advanced level degree preferred.
- Minimum of six years of experience working on the implementation of donor funded projects.
- Previous experience of working on the implementation of donor funded health projects, including experience related to malaria and/ or TB projects.
- Good knowledge of public health issues in Cambodia and/ or Vietnam and the government/ NGO working environment.
- Demonstrable programme management skills/ experience, including planning, implementation management, monitoring and reporting.
- Strong research and M&E skills/ experience, with a technical knowledge of data/ information gathering/ management, the ability to analyse/ interpret data and provide capacity-building/ training.
- Previous programme development experience, including project design, proposal and budget development for international donors.
- Financial management skills/ experience, including budget development, management and monitoring.
- Excellent communication skills, with the ability to communicate effectively at all levels.
- Previous experience of representing organisations with government officials, NGOs, stakeholders and donors.
- Fluency in Khmer and English required, Vietnamese 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:

- Experience of managing the implementation of Global Fund funded projects.
- Previous experience of working with indigenous/ ethnic groups, hard to reach and/ or mobile migrant populations.
- Demonstrable experience/ skills related to research and quantitative/ qualitative data collection and analysis, including using statistical programs such as SPSS, DHIS-2 and/ or EpiCollect5.

***At Health Poverty Action we celebrate diversity and promote equality and inclusion amongst all of our staff and everyone we work with.***

***Health Poverty Action recognises that all adults and children have equal rights to protection from abuse and exploitation. Health Poverty Action condemns exploitation and inappropriate behaviour, and is committed to taking action for the protection of programme participants. In cases where positions include a high level of safeguarding risk, police checks or local equivalents will be carried out.***