



Job Description

Job title:	Project Manager, Project Manager, Somaliland Termination Oppression of women and girls Programme II (STOP II)
Reporting to:	Country Director, Somaliland
Responsible for:	Project Officer and Finance Assistant
Base:	Burao, Somaliland
Job purpose:	Responsible for the overall management and implementation of the EC STOP 2 and representation of the organisation in program districts

Background:

Health Poverty Action works for health and global justice in partnership with people who have been marginalised and pushed into poverty.

We work with communities to help them demand their right to health, and to challenge the power imbalances that deny them their health rights. Our distinct approach can be summarised as a combination of three areas:

- **We approach health as an issue of social justice**

Health is a Human Right that many are currently denied. The greatest causes of poor health worldwide are political, social and economic injustices. This is a global scandal which causes unnecessary suffering on a massive scale.

We tackle these complex root causes of social injustice in two ways. Firstly, we work in partnership with communities to help them take back the power to improve their own health. Secondly, we campaign on a national and international level to change policy, and destroy unjust power relations.

- **We prioritise those missed out by others**

We believe in health for all, without exclusion. Development organisations tend to cluster together, which leaves large populations with almost no support at all. People may be living in hard to reach areas, or are difficult to support for some other reason. We make these most neglected populations our highest priority.

- **We address the full range of factors which impact on health**

Health is a combination of physical, mental and social wellbeing. As well as strengthening health services we work on areas such as nutrition, water, sanitation, gender discrimination, and income generation. Tackling one cause of poor health in isolation can give the appearance of improving health in the short term, but tackling numerous factors together saves lives.

We are acutely aware of how our own power dynamics as an organisation impact on the people we work with, and we work in partnership with communities to create long term relationships built on trust.

In 2017 we formed a strategic partnership with Find Your Feet. The partnership ensures Find Your Feet's livelihoods work will continue through Health Poverty Action.

We are also proud to be one of the small number of organisation recognised as being structurally part of the global People's Health Movement. This quote from the founding document of this movement, the People's Health Charter, sums up the essence of Health Poverty Action's values and identity:

"Health is a social, economic and political issues and above all a fundamental human right. Inequality, poverty, exploitation, violence and injustice are at the root of ill-health and the deaths of poor and marginalised people. Health for all means that powerful vested interests have to be challenged, and that political and economic priorities have to be drastically changed. This Charter encourages people to develop their own solutions, and to hold accountable local authorities, national governments, international organisations and corporations."

JOB DESCRIPTION

Context of the role

HPA been working in Somaliland since 1994 and has broadcast a radio programme from Hargeisa since 1999 using various international and local radio stations. HPA has, over the years successfully implemented a number of projects supported by the European Commission, DFID/UKAID, UNICEF, WFP, UNFPA, Global Fund and other trusts and foundation including current partnerships/consortia with Population Services International (PSI); Mott Mac Donald supported SHINE programme; UNICEF supported SHINE Programme; WFP supported nutrition programme in partnership with a number of local NGO partners.

The Project Manager (PM) Position is mid-level leadership and management roles in HPA, responsible for the planning, organisation and implementation the EC funded 'Somaliland Termination Oppression of women and girls Programme II (STOP II) in Burao (Togdheer region) and Aainabo (Sool region) districts in Somaliland. The PM is responsible for the planning, organizing, operating, staffing and human resources management, budgeting, financial and risk management, representation, networking and partnerships with the District Health Teams, Local Partner Organization, network and other NGOs working in the sexual and gender based violence sector in the target areas.

The PM is responsible for supporting local partners in implementing a Sexual & gender-based violence (SGBV) prevention and response programme in Aainabo and Burao districts including internally displaced communities in Kosar HC. The program entails SGBV case management, health response to GBV including clinical management of rape, establishment of Women and Girls Safe Spaces, and social norm change interventions particularly on FGM. Through the boys'/girls club, SGBV working groups, anti FGM groups and local partner, a range of group-based psychosocial support, life skills and vocational activities will be provided to women, girls with a particular focus on those who may be vulnerable to GBV.

The Project Manager is also responsible for supporting partner Monitoring and Evaluation (M&E), including data collection, analysis and reporting, and is also responsible for representing the organisation at UN, NGO and other coordination meetings at districts, regional and national level as required.

The PM will be provided with technical guidance and supervision from the Country Director (or assigned focal person) and the Nairobi-based Africa regional team, and technical and grant management support from the London-based Head Office Programme team.

Main Functions of Post:

1. Under the support and supervision of the Country Director (or assigned focal person), the Project Manager provides overall management for the STOP II project work in ensuring
 - I. Project management: Plan, organise and implement the project activities which is consistent with the project proposal and budget in partnership with the District Health teams, the local partner organisation and other network working in the target areas.
 - II. Financial management: Ensure timely forecast, record, report, audit and regular track and monitoring of expenditure trend and analysis of the variances with sufficient controls and administrative systems in place
 - III. Human Resources management: Mentoring and motivating the staffs, appraisals and provide a capacity building training for the best performance and provide feedback to senior management on HR policy, staff development etc.
 - IV. Mobilisation of local partner and SGBV networks in project districts/regions
2. Represent the Project and HPA in the target region/district through the promotion of excellent relationships with regional and district level government offices, UN agencies and NGOs/Networks that are operational in the areas.
3. Maintain regular communication with the Country Director, Regional Health Office, District Health Offices, HPA Africa Regional Technical Team and the London based Programme Officer/Programme Assistant as necessary on issues related to project implementation, Monitoring, evaluation and reporting, grants management, finances, human resources management and other management functions of the project and other developments in the project area that may affect the project implementation.

Specific Responsibilities:

□ Project Management

- Responsible to drive and lead the planning and implementation of the STOP II project work plans and budget, outputs.
- Manage local partner to get their designated responsibility delivered on time, on budget and in great qualities.
- Work closely with the Project team and the local partner to support community-based activities, including trainings and capacity building of local communities, school teachers, boys/girls clubs, clans and health workers at the SGBV units
- Formulate adequate and timely responses to internal and external influences which affect or have the potential to affect project progress.
- Support national level policy campaign committee to advocate on SGBV and other harmful practices.
- Ensure that the project is effectively monitored and supervised and complied the quarterly and six-monthly narrative report and share with HQ Program Officer.
- Report to the Country Director on the progress and problems that the project encounters.
- Maintain excellent relationships and communication/reporting with the relevant local offices, the local NGO partner, network, government and collaborating UN agencies.
- Ensure that project implementation is compliant with Donor contracts and that office procedures follow internal, government and Donor policies.

❑ **Financial management**

- Responsible for project budgeting and regular review and re-forecasting.
- Ensure that project accounts are accurate and complete and that monthly reports and analysis comply with the organisation's internal requirements and are submitted on time.
- Ensure project activities are undertaken within available budget limits and undertake regular monitoring of expenditures against project budgets and ensure reporting monthly and quarterly on variances.
- Compile monthly cash forecasts for the project and track budget expenditures to ensure timely utilization of funds vis-a-vis work plans and implementation schedules, and adjust budget forecasts when needed
- Ensure that sufficient financial controls and administrative systems are in place to safeguard the project's assets, and updated documents are available and are strictly followed, such as fixed assets register; asset maintenance logs; procurement guideline/policy, etc.

❑ **Human Resources Management**

- Responsible for motivating, mentoring and managing the performance of the project team.
- Responsible for reviewing and maintaining observance of Human Resource policies and procedures for the project team in line with the Somaliland labour code.
- In consultation with the Country Director, coordinate project staff recruitment, induction/orientation, professional development, and performance planning and reviews/appraisals
- With support from the Country Director, HPA Regional Team and HQ Programme Officer, regularly review policies, procedures, and tools specific to the project related to staff security; Safeguarding, and whistle blowing policies, etc. and ensure that staff members and appropriate partners and communities are aware of these procedures.

❑ **Other responsibilities**

- Participate and maintain effective relationship with SGBVWG, RAPE, FGM in area level and other protection related working groups for better coordination and referral pathways among service providers
- Document and share project lessons and promising practices with others internally and externally.
- Technically identify and recommend possible new projects ideas in the target areas based on assessments and discussions with communities and partners.
- Develop good rapport with the representatives of the local health offices, NGO partners, UN agencies.
- Seek opportunities for the project to influence policy and practice in the target region and the country.
- Represents HPA in appropriate regional networks.
- Seek profile raising opportunities for the project in the target region.
- Maintain effective and regular communication with the Country Director, the HQ-based Programme Officer/Assistant and HPA Africa Regional technical team
- Contribute to the development of HPA programmes nationally and globally through documenting and sharing project experiences, etc.
- Undertake continuous project risk assessment and work with the project team to avert or manage risks timely.
- Comply with relevant HPA policies and procedures and ensure that staff is aware of these policies with respect to the Programme Participant Safeguarding Policy (PPSP), equal opportunities and other relevant policies.
- Undertake other duties as may reasonably be requested by the line manager

Person Specification

Essential requirements

- At least 5 years' experience as a Sexual and Reproductive health officer and/or Sexual and Gender Based Violence Officer in reputed national/international organisation in Somaliland.
- Graduate (Bachelors but preferred Master's degree) in relevant discipline such as public health, Gender & development, sociology, social-anthropology, human rights etc
- Detailed knowledge of priority public health, social determinants of health, SGBV/FGM and poverty issues.
- Extensive knowledge and experience of giving oversight to project accounting, budgeting and financial management.
- Representational skills, diplomacy and the ability to communicate and negotiate at all levels.
- Excellent written and oral communication skills in English.
- Project planning and budget development, and report writing skills.
- Demonstrable computing skills (word processing, Excel spreadsheets, presentations)
- A capacity to be flexible under difficult conditions.
- Progressive views and attitudes on gender, women empowerment and SRH rights of people.

Desirable

- Experience of managing public health interventions, preferably the social issues like SGBV/FGM, rape, discrimination etc.
- Experience of developing and managing relationships with government offices, UN and partner NGOs.

The successful candidate will be offered remuneration package in accordance with the organisation pay scale, qualifications and experience. Female candidates are strongly encouraged to apply.

How to apply

Interested candidates who meet the requirements should send their CV and cover letter to svacancy@healthpovertyaction.or.ke . Please specify the post you are applying for on the subject line: **Project Manager, STOP II**