



## Job Description

<b>Job title:</b>	<b>Country Programme Manager, Ethiopia</b>
<b>Reporting to:</b>	<b>Head of Programmes, Africa</b>
<b>Responsible for:</b>	All Health Poverty Action (HPA) (registered in Ethiopia as <b>Health Limited</b> ) staff in Ethiopia
<b>Base:</b>	The post is based in Addis Ababa with regular travel to project sites (at least once per month)
<b>Job purpose:</b>	Responsible for the overall development and implementation of the programmes and representation of the organisation in country

Please send your [application form](#) to: [personnel@healthpovertyaction.org](mailto:personnel@healthpovertyaction.org)

Please note that due to a potentially high number of applications, only shortlisted candidates will be notified.

### 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 has been working in Ethiopia since 2006, primarily with semi-nomadic pastoralists, and has implemented various health projects that support communities in South Omo Zone of the Southern Nations, Nationalities and People's Region (SNNPR), in lowland districts of Bale, Oromia Region and in Liben Zone of the Ethiopian Somali Region. We have ongoing projects, namely: 'Improving Health of Pastoralist Women and Children' a maternal and child health project targeting pastoralist communities in Dollo Ado district in Somali region, funded by the Medicor Foundation; a Non-Communicable Diseases Project (NCD), Increasing Access to Services through Training and Capacity Building across Ethiopia, financed by the Novartis Social Business fund implemented in partnership with Tropical Health and Education Trust (THET) in selected hospitals and health centres in Addis Ababa and 6 regional states; a multi-country (Namibia and Ethiopia) TB pilot project to increase adherence to TB medication; and two more projects that are just starting; an Irish Aid supported SRH project and a reproductive health project in partnership with the Minority Rights Group (MRG) supported by UKAID under the UKAID Direct funding stream both targeting Somali pastoralists in Dollo Bay and Dollo Ado Districts.

Our projects are implemented primarily through local partners who have implemented a number of joint projects with us, with direct management and technical support from the Country Programme Manager (CPM) and other staff members in the Country Office.

The Country Programme Manager is provided with technical guidance and supervision from the Nairobi-based Africa regional team, and technical and grant management support from the London Head Office programme, finance, policy and campaigns, fundraising and communications teams.

The CPM will provide leadership, representation, and technical program support and ensure project delivery, with high quality outputs, accuracy and consistency including continued monitoring of implementation. The CPM leads the country program team and works in close collaboration with the local partners and the responsible central, regional and local Ethiopian Government offices in the development and implementation of the Country Programme.

**Main Functions of Post:**

1. Under the support and supervision of the Africa Head of Programmes, the CPM provides overall management for Health Limited’s work in Ethiopia, ensuring good financial and Human Resources management, as well as management of the programme work done through local partners.
2. Designs/develops and implements a country strategy which is consistent with the organisation’s global Strategic Framework and its vision/mission, including identification and development of new programme initiatives through bids/calls for proposals, and developing new partnerships with potential donors, like-minded partners and consortiums.
3. Represents the organisation in Ethiopia through the promotion of excellent relationships with central and local government offices, donors’ local offices, international organizations, and other NGO’s in-country.
4. Seeks opportunities to influence policy and raise additional funds for projects from in-country donors, including through consultancies.
5. Maintains regular communication with the Head of Africa Programmes, and the London based Programme Officer/Programme Assistant as well as other HPA staff members as necessary on issues related to project development, grants management, finances and social/economic/political developments in Ethiopia that may affect the organisation’s current/future operations, and with other Country Offices on technical issues and cross learning.

**Specific Responsibilities:**

Within HPA’s Vision, Mission, Strategies and Policies, the responsibilities of the post are:

**1. Overall Programme Management and Administration**

- **Programme Management**
  - Responsible for the development and implementation of work plans and budget, outputs and activities.
  - Formulate adequate and timely responses to internal and external influences which affect or have the potential to affect project progress.
  - Ensure that the country programme is effectively monitored and supervised.
  - Report to the Head of Africa Programmes on the progress and problems of current projects in the country.

- Maintain excellent relationships and communication/reporting with the relevant local offices of donors supporting the programmes.
  - Support regular monitoring and reporting of the programme to Head of Africa Programmes and London Programme Officer.
  - Ensure that programmes are compliant with donor contracts and that office procedures follow internal, local government and donor policies.
- **Financial administration**
- Responsible for annual programme and 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.
  - Undertake regular monitoring of expenditures against project budgets and ensure reporting monthly and quarterly on variances.
  - Ensure that sufficient financial controls and administrative systems are in place to safeguard the assets of the organisation, and updated documents are available and in use such as fixed assets register; asset maintenance logs; procurement guideline/policy, etc.
- **Human Resources Management**
- Responsible for proposing staffing levels and job descriptions in discussion with the Head of Africa Programmes.
  - Responsible to develop, review and maintain Human Resource policies and procedures for national staff in line with the organisation's Global Human Resources Policies and Procedures and the Ethiopian labour code.
  - In consultation with the Head of Africa Programmes and the responsible HQ Programme Officer, coordinate all required national staff recruitment, orientation/briefings, professional development, and performance appraisals
  - With support from the Head of Africa Programmes, develop and regularly review policies, procedures, and tools specific to the country office related to staff security; Office Operations Manual; HR issues; Safeguarding, and whistle blowing policies, etc. and ensure that staff members and appropriate partners and communities are aware of these procedures.

## 2. Country Strategy and Programme Development

- Under the support and supervision of the Head of Africa Programmes develop and maintain a detailed and up to date understanding of the underlying causes of poor health in Ethiopia, knowledge of which geographical areas and which groups are the most vulnerable and underserved, and a detailed knowledge of what other actors (donors, NGOs, etc.) are doing where.
- Develop a country strategy document consistent with the organisation's global Strategic Framework, with its vision and mission.
- Technically identify and recommend possible new projects in the country based on assessments and discussions with potential partners and donors
- Seek out and develop partnerships with international and/or national NGOs in Ethiopia where such a partnership will add value to the work of the agency
- Responsible for writing successful proposals for the country, from the stage of initial assessment, to the finalization of proposal narrative and budget

### 3. Representation, Coordination, Policy Influencing and Fundraising

- Responsible for the funding strategy for current and future projects, initiatives, and core costs in Ethiopia, including through institutional donors, in-country donor opportunities (UN and other bilateral and multi-lateral agencies, etc.), in-country fundraising events, and consultancies
- Develop good rapport with the representatives of donors based in the country, and negotiate with them for funding
- Seek opportunities for HL to influence policy and practice in Ethiopia
- Liaise with central and local government departments and international organisations, and other NGOs, especially those related to health
- Represents HL in appropriate national networks
- Seek media and profile raising opportunities for HL in the country and internationally

### 4. Communications

- Maintain effective and regular communication with the Head of Africa Programmes, the HQ-based Programme Officer/Assistant and other relevant departments in Central and Regional HPA offices
- Facilitate good communication between country office staff and project partners
- Promote team-building activities and carry out conflict resolution, as necessary
- Share case studies, lessons learnt, and discuss technical issues with central HPA and other country offices when there are opportunities.

### 5. Additional duties

- Contribute to the development of HPA globally through input into strategic developments, etc.
- Undertake other duties as may reasonably be requested by the line manager.

## Person Specification

### Essential requirements

- At least 5 years' experience as a health and/or development manager, preferably in Sub-Saharan Africa.
- Master's degree in relevant discipline such as public health, development, human rights
- Detailed knowledge of priority public health, wider determinants of health, and poverty issues in Africa.
- Extensive experience in managing development programmes.
- Extensive knowledge and experience of project accounting, budgeting and financial management.
- Representational skills, diplomacy and the ability to communicate and negotiate at all levels.
- Proposal and budget development, and report writing skills.

- Demonstrable computing skills (word processing, Excel spreadsheets, presentations)
- Identification with HPA's Vision and Mission.
- A capacity to be flexible under difficult conditions.
- Excellent written and oral communication skills in English.
- Commitment to working with marginalised people, including in isolated, remote areas.
- Willingness to spend time in remote areas with few amenities.

**Desirable**

- Ability to speak Amharic.
- Experience of working in and/or managing health Projects in the region.
- Experience of designing public health interventions, preferably in Africa.
- Experience of developing and managing relationships with donors.
- Experience of policy influencing and fundraising.
- Knowledge of the country's government system.
- Experience of working in the country.

This is a national position, and 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.