



Job Title: Programme Officer – Asia Programmes

Responsible to: Head of Programmes, Asia

Location: Home-based, either in UK or in Asia, frequent international travel required

Job purpose: Grant management and country support for HPA work in Cambodia, China, Laos, Myanmar and Vietnam.

Salary: £29,000 - £36,000 depending on experience

Hours: Full-Time

Closing date: Monday 8th November 2021, 11.59 pm

Interview dates: 10th- 12th November 2021

Only applications that use the application form will be considered. Please send your application form to: b.wang@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 organisations recognised as 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

This position will sit within the Asia Programmes Team. Our programmes are managed by Country Directors overseen by two Heads of Programmes (one responsible for Asia and one responsible for Africa). The Programme Team in London provides support services to the development, implementation, and administration of Health Poverty Action's programmes. Health Poverty Action's programme work in Asia takes place through country offices in Cambodia, China, Laos, Myanmar, and Vietnam. We also have a small project through Find Your Feet (HPA's link organisation) in India. The Programmes Department liaises with the Policy & Campaigns Department to ensure strong integration between our programmes and advocacy work; the Fundraising Department to develop proposals and reports for trusts and foundations; and the Finance Department on programme finances.

This position will operate as the direct contact point for the country offices in Asia and act as donor contact point for HPAs' grants in Asia countries.

Responsibilities

Main Functions of the Post

1. Grant management, including donor reporting and contract compliance (40%)
2. Support programme development (40%)
3. Build and maintain excellent relationships and reporting with donors(20%)

Outline of Responsibilities

- 1. Grant management, including donor reporting and contract compliance (40%)**
 - 1.1 Review and submit donor quarterly and annual narrative reports from projects
 - 1.2 Monitor donor relations & communications
 - 1.3 Act as link between other London staff and field teams when required
 - 1.4 Oversee country procurement process in ensuring adherence internal and donor processes and procedures
 - 1.5 Provide administrative and logistical support to the Country Office staff and their consultants
 - 1.6 Support country teams with the administration of evaluations (e.g., reviewingTORs, reviewing report drafts etc.)
 - 1.7 Ensure that programme files, electronic and hard copy, are maintained within an agreed system, to allow easy access by other staff
 - 1.8 Regularly (minimum one per year per country) conduct monitoring visits to country offices for monitoring of programmatic and financial systems
- 2. To assist with programme development & research (40%)**
 - 2.1 Support country proposal development and review draft proposals – including co-development of budgets with team members
 - 2.2 Monitor both international and in country funding opportunities and prepare proposals in coordination with country offices and others
 - 2.3 Develop and support consultancies the with the programme team supports, including budgeting, bid development and review
- 3. Build and maintain excellent relationships and reporting with selected donors (20%)**
 - 3.1 Help country offices to ensure compliance with donor contracts

- 3.2 Represent Health Poverty Action at appropriate donor liaison meetings and attend networking or other external meetings as required
- 3.3 Maintain up to date understanding of donor requirements/trends; develop relationships with donors and other agencies, gather information and disseminate information on funding sources and procedures to colleagues. This may include exploring new donor sources.
- 3.4 Respond appropriately to all donor enquiries, maintaining a positive relationship with them

Safeguarding

This position may involve travel to overseas programmes and therefore you may involve vulnerable children and adults.

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.

PERSON SPECIFICATION

Essential Criteria

- Bachelor's degree in a relevant discipline
- Two years of experience in programme management working in international development
- A high level of numeracy & good analytical ability with experience of working on NGO financial reporting
- Understanding of accounting and financial controls
- Excellent skills in setting up spreadsheets and understanding of spreadsheet design using Excel
- Experience of proposal writing, grant monitoring, M&E plans, and donor reporting, preferably in an NGO setting
- Ability to work in a fast-paced environment and to prioritise tasks in response to multiple requests
- Ability to negotiate contractual requirements with donors
- Excellent word processing and internet skills
- Openness to learning new skills & a pro-active approach to tasks
- Positive team-worker, supportive and helpful towards colleagues
- Ability to communicate with people from other cultures at a distance

Desirable Criteria

- Master's degree in public health, international development, or other relevant discipline
- Experience working on themes around health and the social determinants of health
- Experience of managing & reporting against donor budgets
- Proven skills in preparing funding applications
- Experience of institutional donor such as FCDO (DFID), EC, UN, Global Fund
- Experience of working on programmes implemented in a developing country context especially in Southeast Asia.

TERMS AND CONDITIONS

Salary

£29,000 - £36,000 depending on experience

Hours

Full-time – 35 hours per week

Health Poverty Action is very committed to flexible working. We will consider applicants to work on a part-time and a flexible working basis where possible.

Holidays

25 working days holiday a year

Pension

Staff are encouraged to join Health Poverty Action's pension scheme. Health Poverty Action will match your contributions up to a maximum of 5% of gross salary.

Location

Currently, the arrangement for this post will be working from home in the UK or any of the Asia programme countries. Situation may change after the pandemic.

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

Thank you for considering working with Health Poverty Action.