

JOB DESCRIPTION: PROGRAMME MANAGER, MeTA International Secretariat Maternity cover, September - December 2010 (3-5 days per week, negotiable)

Health Partners International (HPI) is a dynamic, growing global consultancy that brings practical experience and international expertise to health systems development and associated health sector transformation, particularly in low-income countries.

HPI currently manages the MeTA International Secretariat on behalf of DFID. The goal of MeTA is to improve access to affordable essential drugs in developing countries (MDG 8, Target 17), in co-operation with pharmaceutical companies. The initiative is being supported financially by DFID¹ during its pilot phase and is working in seven pilot countries – Peru, Ghana, Uganda, Zambia, Jordan, Kyrgyzstan and the Philippines.

Reporting to HPI's Head of Programmes, the Programme Manager is responsible for management of the MeTA International Secretariat. He/She ensures the implementation of workplans and budgets. The Programme Manager is the primary contact point for DFID and for external visitors to the Secretariat (virtual and actual).

HPI's contract with DFID for the provision of secretariat services for MeTA will be ending in December 2010. A primary responsibility for the Programme Manager will be to support the closure of the programme, and oversee the winding down of country level activities over this period.

Main responsibilities

1. Day-to-day management of the MeTA International Secretariat

- Be the primary point of contact.
- Monitor ongoing implementation of final workplans to time and budget (country level and international).
- Coordinate the administrative function across the Secretariat including ensuring smooth logistics, good communication and administrative support to the MeTA bodies.
- Ensure coordination of activities across the Secretariat, the MeTA pilot countries and related bodies (MeTA Management Board, MeTA International Advisory Group etc.).
- Prepare supporting papers for other Directors as appropriate.
- Convene regular secretariat meetings virtual and other and ensure that these are documented.
- Provide support to Executive Director and deputise for the Executive Director as required.

2. Contract/client management

- Ensure timely and quality reporting to DFID and the MeTA Management Board.
- Ensure that regular communication is maintained with DFID Palace Street and East Kilbride regarding all aspects of the closure of the project.
- Manage the relationship with DFID (East Kilbride) on behalf of the Secretariat and of HPI during the period of project wind down.

¹ It also responds to commitments made in the 2006 UK International Development White Paper to transfer lessons from EITI to other sectors, including specifically the health sector.

3. Country Support

- Monitor country level activities and expenditure in line with agreed workplans and budgets.
- Coordinate provision of technical support to country programmes.
- Maintain close links with in-country organisations/National Councils, Secretariats and Consultants, and ensure they are following appropriate financial and administrative steps to close down country operations.

4. Personnel Management

- Line manage the two (reducing to one as of end of September) Programme Administrators.
- Maintain an overview of STTA (Short-Term Technical Assistance) contracts to support the closure of in-country operations.

4. Financial Management

- Monitor expenditure against budget, in particular monitor use of currently unspent country funds.
- Ensure that accurate monthly invoices are prepared and sent to DFID.
- Ensure final invoices and financial statements are timely and accurate
- Provide financial and other information to potential MeTA partners.
- Liaise with HPI Finance Manager on issues related to MeTA accounts.

Any other duties as required.

Required skills and experience

The successful candidate will be educated to degree level, with a minimum of 1-2 years experience of project management, ideally including experience with DfID. He/she will have proven skills in managing partnerships and subcontracting agreements, and experience of working with stakeholders from a range of backgrounds. Monitoring programme performance against workplans, familiarity with budgeting and competency in Excel are all essential skills. Excellent communication skills, both verbally and in writing, will be an advantage.