

Senior Programme Manager Non-Communicable Diseases (NCD) regional programme

Application deadline:

18/09/2023

Expected start date:

As soon as possible

Location:

Beirut

The Senior Programme Manager will work with the Danish Red Cross (DRC) MENA regional team, on a major, regional, new and innovation NCD programme. This will be a regional flagship programme and we therefore is looking for an experienced multi-tasking senior programme manager. Through this programme, DRC aims to reach and assist highly vulnerable people in cooperation with other Red Cross / Red Crescent (RCRC) partners, NCD networks and external actors incl. research institutions. DRC has been present in the Middle East & North Africa (MENA) region since 2002 and is implementing projects with National Society partners in Syria, Lebanon, Iraq, Yemen and oPt, and is working towards three main breakthroughs: 1) Healthy lives, 2) Disasters damage fewer lives and 3) Included and safe people. Most relevant to this position are the priority area under “Healthy lives” of People have access to non-communicable disease (NCD) prevention, diagnosis, and treatment.

This Senior programme manager position will manage and support not less than 4 country NCD teams, technical and financial resource people and their contribution to the Flagship programme design and implementation. The programme will focus on:

1. the **management of NCDs interventions, including prevention, detecting, screening and treatment, and providing access to medication and self and family or peer support** for people in need. High impact essential NCD interventions will be delivered through a primary health care approach at community and health facility level to strengthen early detection and timely treatment.
2. Four relevant **Partner National Societies** (Iraq, Syria, Lebanon and oPt branch in Lebanon) **will be supported** to provide quality PHC service incl. NCD clinical care and NCD community services, including different behaviour change approaches.
3. **NCD advocacy agenda** will be supported at global, regional and national level via networking and establishing partnership within the sector for sustained and effective interventions.

4. **Strengthen NCD preparedness for effective response (PER) and crises modifier** will be built into partners country plans and standardised into the Red Cross and Red Crescent general PER approaches.

The DRC Regional management is led by the Head of MENA region. The management team ensures overall prioritization and leadership and is accountable for progress according to contractual and legal obligations. The DRC regional team is composed of Technical and programmatic expertise in health, MHPSS, Disaster Management, National Society Development, and supported by Communications and advocacy expertise, Human resources support, Administration Planning, Monitoring, Accountability and Learning and support for Supply chain. The regional NCD programme team will compose of 2 direct staff, and a number of technical and financial resources to draw on.

The first stage will be a **6-month preparation/design phase** where the donor has been requested and has indicated positive possibility for financial and technical contribution to a multi country 5-years NCD programme. In the programming phase country planning workshop will be implemented in September, log-frame design, relevant recruitments, and a standardized feasibility assessment will be initiated. The preparation phase has been legally approved by donor with start 1st July 2023 till end of year.

A 5-year programme with an annual adaptive management cycle will be proposed with a MENA regional frame and with a phased approach. The programme phase should start upon signatures with a **6-months inception phase** for appropriate agreements, contracting, staffing, and set-up of Governance structures. Most likely a project's technical advisory group and a management steering committee will be needed.

Main responsibilities:

The Senior Programme manager will have the following main responsibilities:

- Ensure the day-to-day implementation, guide and support of a regional NCD programme and will work in close cooperation with the relevant Country Managers and relevant country health delegates.
- Ensure that all internal and external reporting are standardised, coordination and deadlines are kept.
- Establish strong working relationships with the finance officer in charge of support to this regional programme.
- Supporting the country team at all stages of the project cycle from needs assessment, project design, implementation, monitoring and reporting tasks.
- Provide inputs and recommendations relating to the strategic direction of DRC's future NCD engagement in the region.

Programme Design and Development

- Lead the strategic and innovative development of all relevant programme documents.
- Facilitate and coordinate assessments, baseline and end-line studies, mid-term reviews and evaluations for programme management and development.

- Organize, host and brief relevant technical assessment/evaluation missions, and communications visits.
- Facilitate NCD research initiatives together with the DRC NCD technical team, DRC country teams and NSs.
- Be involved in relevant NCD network in the region and with relevant RC partners, UN partners and other NCD actors.
- Ensure a strong focus on adaptive learning and evidence-based knowledge management.

Programme Management

- Ensure implementation of country projects are on track, and that funds are utilized in accordance with budgets / plans, in close cooperation with the rest of the relevant Country Office Teams.
- Maintain an overview of the programme and corresponding country projects and alert Technical NCD lead or Head of Region if there are issues of concern.
- Participate and contribute to the bi-monthly DRC Regional PPFU meeting and coordinate with Finance Officer for the programme.
- Support all programme reporting, including the annual Project Progress Reports (PPR) process – are completed on time and at high quality, allowing for technical reviews in advance of submission.
- Ensure consolidated programme report are submitted to donors in time.
- Conduct field level programme monitoring in coordination with the relevant DRC CMs and NSs
- Contribute to the DRCs effort to engage in the wider coordination with relevant NCD activities in-countries and/or at regional level.

Capacity Building of Implementing Partners

- Establish strong working relationships with the DRC country teams and help identify areas of support in the implementing NSs.
- Support implementing partners to strengthen their capacity for improved Health technical and Project Monitoring, Evaluation and Reporting (PMER) and learning and innovation skills.

Programme Coordination and Visibility

- Coordinate with key donor/s and relevant strategic partner in MENA and beyond.
- Represent the programme in relevant national, regional, and international fora
- Ensure visibility of the programme based on captured LL

General Programme Support

- Support HoR in preparing key documents, operational project documents and country project agreements.
- Explore fundraising possibilities for NCD related interventions and innovative development in coordination with the DRC NCD team.
- Perform any other relevant duty assigned by the HoR.

Experience and Qualifications

- A relevant academic degree or equivalent experience from the field
- A minimum of 5 years of actual field experience in programme management or related project implementation.
- Proven experience in programme management in developing and/or conflict-affected countries.
- Information management and analytical skills, in assessment, project design, and programme financial management.
- Coordination skills, with an emphasis on working through and building the capacity of national partners.
- Excellent English speaking and writing skills.
- Full proficiency in Microsoft Office.
- A valid international driving licence.
- Confidence in situations of occasional stress, and able to handle a substantial but varied workload for a long period.
- Results-orientated and self-motivated but at the same time a patient, cooperative, innovative, and flexible team player.
- Understanding that process and ownership are key to achieving results in culturally and politically sensitive environments.
- Excellent diplomacy, communication, coordination, negotiation, networking, and facilitation skills.
- Documented experience of donor proposal preparation and report writing, and an understanding of donor requirements.
- The ability to work in Arabic would be an asset.
- Experience of working in the Middle East in development or humanitarian contexts.
- Experience of working within the Red Cross/Red Crescent Movement, preferably with the Danish Red Cross.

Employment Conditions

This is initial a **12-months** position, with possibility for extension up to 5 years and with a 3 months probationary period. The duty station is Beirut in Lebanon with frequent field travels. Beirut is currently a family duty station. The ideal starting date is **as soon as possible**.

The contract will be administered in accordance with the Danish Red Cross Terms and Conditions for Delegates. Attractive salary package, depending on qualifications and experience.

How to apply

Please forward your CV, together with a cover letter setting out how you meet the criteria for this role to lmcmahon@redcross.ie. If successful your application will be submitted to the Danish Red Cross for further review and consideration.

The deadline for applications is **Monday 18 Sep 2023**.