JOB DESCRIPTION: Country Programmes Coordinator

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<thead>
<tr>
<th>Job title</th>
<th>Country Programmes Coordinator</th>
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<tbody>
<tr>
<td>Location</td>
<td>UK with frequent travel to Africa and Asia</td>
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<tr>
<td>Contract type</td>
<td>Full Time, One Year Fixed Term</td>
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<tr>
<td>Reporting to</td>
<td>Country Programmes Manager</td>
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<td>Responsible for</td>
<td>N/A</td>
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About the role
The Country Programmes Coordinator (CPC) will support the development, management and oversight of THET’s country programmes. The Country Programmes Coordinator post is UK-based and is a part of a growing Country Programmes Team at THET. The CPC reports to the Country Programmes Manager, and works closely with specific country teams across the six countries in Africa and Asia where we are currently active. CPCs play a critical role in ensuring the quality and sustainability of our work and are required to apply a range of skills: in proposal development, monitoring and evaluation, and programme delivery.

About THET

Today, one billion people will never see a qualified health worker in their lives.

Since 1988, THET has been working to change this. From reducing maternal deaths in Uganda to improving the quality of hospital care for injured children in Myanmar, we work to strengthen local health systems and build a healthier future for all.

We do this by leveraging the expertise and energy of the UK health community, supporting Health Partnerships between NHS institutions, Royal Colleges and academic institutions in the UK and those overseas.

In the past ten years THET has reached over 100,000 health workers across 31 countries in Africa, the Middle East and Asia in partnership with over 130 UK institutions.

In 2018, the charity had a turnover of £5m and employed 30 staff across six offices. From 2020 onwards, our turnover will be £8m a year.

You can learn more about our work on our [website](https://www.thet.org).
Accountability and Working relationships
The Country Programmes Coordinator is accountable to the Country Programmes Manager and will work closely with the other members of the Country Program team and Finance. In addition, this post has considerable interaction with members of the UK Head office and Country staff based overseas.

Main responsibilities

1. New programme development
   - Contribute to the design of new projects and programmes.
   - Lead proposal preparation and completion, including coordinating the production of specific proposals.
   - Develop proposals for a range of donor types (institutional, corporates, trusts and foundations) in relation to country programme projects.
   - Contribute to the tracking of funding opportunities relevant to country programmes as appropriate.
   - Develop and nurture relationships with potential and existing donors, partner organisations and consultants.

2. Programme Monitoring and Evaluation
   - Support project monitoring and evaluation as requested by country teams.
   - Lead on annual reviews of country programmes as required.
   - Contribute to project reports and programme reviews, as appropriate.

3. Programme delivery and management
   - Partner the Country Directors in tracking the implementation of projects and programmes, ensuring that deadlines are met and our responsibilities to donors fulfilled.
   - Where appropriate, contribute to specific aspects of programme delivery or management in identified country programmes.
   - Ensure each country programme has an adequate risk register and that risks are reviewed regularly.
   - Partner Country Directors to deliver and report on the progress of the country offices in implementing the annual workplan and their Country Strategies.
   - Ensure any concerns with programme delivery are raised with Head of Programmes and Development.
   - Maintain and strengthen relationships with donors, partners and other stakeholders.

4. Finance and procurement
   - Liaise with the finance team and in-country team to ensure that effective financial management and reporting systems are in place and deadlines respected.
   - Support equipment procurement for country programmes where required.

5. Development and implementation of quality programme management approaches
   - Contribute to the development of organisational quality programme management approaches, involving the development of policies, tools and guidance.
   - Support the implementation of the quality programme management policies.
   - Support the periodic reviews of quality programme management policies and tools and adapt where necessary.

6. Country programmes representation and strategic alliances
- Represent Country Programmes in international or UK based discussions or events as required.
- Play a lead role in forming and maintaining working relationship with UK or internationally based partners, and / or INGOs with programmes or interests in our Country Programmes.

## 7. General
- Act as a point of contact for Honorary Advisers engaged in specific countries and programmes.
- As part of the Country Programmes team, facilitate smooth operational, coordination and communication between THET’s head office in London and Country.
- Facilitate learning and sharing of good practice across country programmes.
- Contribute to the development of strategic plans, policies and position paper.
- Support the Country Programmes team in updating security information and policies in the countries that the CPC works with.
- Contribute to cross-team activities as appropriate.

### PERSON SPECIFICATION

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<th>Person specification</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Qualifications</strong></td>
<td>A Bachelor’s Degree in a relevant discipline.</td>
<td>A Master’s degree in a relevant discipline.</td>
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<td><strong>Experience</strong></td>
<td>Experience of working closely with country teams to deliver strategic plans and manage risks</td>
<td>Experience of living or working in Africa.</td>
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<td>Experience of developing and cultivating relationships with donors, partners and other stakeholders</td>
<td>Experience of developing systems/tools to support programme management.</td>
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<td>Project coordination, administration and the project management cycle</td>
<td>Experience of monitoring and evaluation and/or research.</td>
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<td>Proposal development and donor tracking</td>
<td>Experience of volunteer management including logistics.</td>
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<td>Donor liaison, including corporates</td>
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<td>Budget preparation, tracking or monitoring</td>
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<tr>
<td><strong>Knowledge</strong></td>
<td>Understanding of international development and global health issues.</td>
<td>Knowledge of East and Southern Africa and/or Myanmar.</td>
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<td>Knowledge of full project management cycle.</td>
<td>Knowledge of donor trends and interests.</td>
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<td>Awareness of Monitoring and Evaluation principles.</td>
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| **Skills** | Excellent interpersonal skills and confidence in dealing with UK and overseas partners as well as senior staff from diverse organisations.  
Excellent command of written and spoken English.  
Well-developed IT skills and competence in Microsoft Word and Excel.  
Excellent time management skills and ability to manage competing deadlines.  
Team player able to work independently when required and to manage a diverse and heavy workload.  
Attention to detail. |
| --- | --- |
| **Values** | Strong commitment to THET’s cause and values.  
Highly motivated self-starter.  
Flexible and adaptable.  
Intercultural sensitivity and awareness. |
| **Other** | The candidate must be willing to travel overseas up to 10 weeks per year.  
The candidate must be willing to work in insecure areas and travel to rural areas.  
THET is an equal opportunity employer and any form of canvassing will lead to automatic disqualification. |