

Job description

Job title	Country Programmes Officer
Location	London
Contract type	Full Time
Salary	£24,970 pro-rata
Reporting to	Country Programmes Manager

Job purpose

About THET

THET is a specialist global health organisation that educates, trains and supports health workers through global health partnerships, strengthening health systems and enabling people in low and middle income countries to access essential healthcare. We leverage our unique connections within the UK health sector and beyond to engage skilled health professionals in sharing their expertise with counterparts in countries where essential health needs are most critical.

Position Summary

THET has staff presence in Uganda, Ethiopia, Tanzania, Somaliland, Zambia and Myanmar. Within these countries, we work closely with our in-country teams to deliver a range of health system strengthening, and health worker training programmes.

The Country Programmes Officer plays an important role within the Country Programmes Team by providing support over a wide range of activities, and maintaining strong administrative systems to underpin the work of the team.

The responsibilities of this post are likely to evolve and be refined as we expand and change THET's country programme portfolio, requiring considerable flexibility on the part of the post-holder.

For more information about THET, please visit, www.thet.org

Main duties and responsibilities

Specific tasks of the Country Programmes Officer

- Working alongside the Country Programme Coordinators, Country Programmes Manager, and Project Financial Accountant, assist country programmes in ongoing project delivery and financial reporting responsibilities.
- Assisting the country programmes team with administrative tasks relating to programme delivery, including travel logistics, event logistics, and pre-travel arrangements.
- Ensuring that administrative, planning, and information management systems are responsive to the needs of the country programmes team.
- Assist in coordination and management duties relating to the country offices as necessary.
- Represent the country programmes team at external events and meetings when appropriate.
- Responsibility for providing administrative support to team meetings, to include note-taking and following up action points as appropriate;
- Liaise with external stakeholders as necessary.



Person specification	Essential	Desirable
Qualifications	Bachelor's Degree (2:1 or above) in a related discipline	Masters level qualification in Public Health or International Development
Experience	<p>Experience of working in a team environment.</p> <p>Excellent administrative and logistical skills gained through previous employment.</p> <p>Experience of cross-cultural working.</p>	<p>Experience in managing health programmes is strongly desired.</p> <p>Previous success fundraising and programme growth expertise</p>

Knowledge	<p>Knowledgeable of international development principles.</p> <p>Understanding of current issues and challenges in Global Health.</p>	<p>Knowledge of Zambia specifically.</p> <p>Knowledgeable in the HRH capacity building and health workforce education fields</p> <p>Network of contacts which would be beneficial to THETs expansion</p> <p>Sound knowledge of relevant key partners and donors strategies, priorities and ways of working in the health field</p>
Skills	<p>Excellent interpersonal skills, high level of integrity and good moral conduct.</p> <p>Excellent command of written and spoken English.</p> <p>Computer literacy with a high level of knowledge and practice using Microsoft Office.</p> <p>Good financial skills (budget development, monitoring and reporting).</p> <p>Ability to work within tight deadlines.</p>	<p>Ability to develop vision and strategy</p> <p>Ability to develop the skills and capacity of others (individual and organisational)</p>
Values	<p>Strong commitment to THET's cause and values.</p> <p>Flexible and adaptable.</p> <p>Intercultural sensitivity and awareness.</p>	
Other	<p>The candidate must have the right to work in the UK.</p> <p>The post may involve some international travel.</p>	

Closing date for applications

Interested candidates can apply by submitting a cover letter stating why they are interested in this position, what they would bring to the role and demonstrating how they fit the person specification.

This letter should be submitted with a CV to jobs@thet.org no later than **7th September 2020 5:00pm** GMT. THET is an equal opportunity employer and any form of canvassing will lead to automatic disqualification.

Internal use only

JD prepared by
JD signed off by