

Job Description

Job Title: Deputy Director NTD Programme Delivery Unit

Job Location: UK or African Country – with extensive overseas travel

Reports to: Director, NTD Programme Delivery Unit

Responsible for: NTD Programme managers and officers

Department: Neglected Tropical Diseases (NTD)

Job Purpose: Managing a section of the NTD Programme Delivery unit, this role is accountable for the on time and budget, quality delivery of NTD projects in assigned region/country and the management of the relevant NTD PDU team programme managers and officers and other Sightsavers resources.

Principal Accountabilities:

The Deputy Director NTD Programme Delivery Unit is:

1. Accountable for the quality delivery, on time on budget, of NTD projects in assigned region/country.
2. Accountable for the management the NTD PDU team of programme managers required to do this.
3. Ensure all Sightsavers resources are managed and used to maximum effect and efficiency.
4. Accountable, in partnership with country and regional directors, for ensuring the NTD programmes are delivered within the guidelines of the NTD packages and use the most up to date tools and reporting processes, and are aligned to the relevant global/WHO NTD related preferred practices.
5. Support the management of relations with the relevant ministries of health, in strict coordination with the country and NTD Ops teams
6. Facilitate the timely, quality, evidenced based reporting on programmes for management of donors.
7. Support the grant programme directors to effectively manage donor requirements.
8. Support funding applications, assisting in both initiating and maintaining strategic donor relationships.
9. Approval of country NTD annual budgets if within pre-approved activities and within overall budget envelope.
10. Manage operational risk and escalate when required.
11. Work closely with the NTD Finance Team (and other stakeholders) to
 - i. monitor budget vs expenditure and highlight any variances/issues arising to the relevant Director.
 - ii. ensure that agreements, due diligence reports, individual country and consolidated log frames are up to date and stored; and
 - iii. prepare any contract closure and asset transfer required.
12. Work closely with the wider data, monitoring, evaluation and learning teams to generate learnings to improve programming and for wider evaluation of programmes.
13. Ensure all interventions uphold a commitment to gender, equity, social inclusion, value for money and sustainability.

14. Input and involvement in the strategic direction of Sightsavers including but not limited to inputting into SMT and other meetings/issues as required e.g. regional management calls.

The principal accountabilities are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

Jobholder Entry Requirements - *the essential knowledge, skills and behaviours required*

Knowledge (Education & Related Experience):

- Detailed understanding of Sightsavers NTD packages and global preferred practices relating to the 5 PCNTDs
- Educated to degree level or equivalent in a relevant discipline
- Fluent in French (essential for West Africa position – desirable in others)
- Extensive experience and/or qualifications in programme/project management in private, humanitarian or development sectors including budget management
- Experience of sharing and capturing good practice.
- Understanding and experience of a partnership approach to programme implementation
- Experience in developing country contexts essential.
- Experience of managing research programmes an advantage
- Experience of managing difficult, political relationships and problem solving.

Skills (Special Training or Competence):

- Ability to work within a complex matrix structure without compromising the roles of key programme personnel.
- Ability to work collaboratively and build stakeholder consensus
- Ability to identify key risks problem solve and rapidly escalate critical issues (no surprise environment)
- Good analytical and IT skills
- An understanding of and commitment to equality of opportunity for disabled people.
- Excellent organisational skills.
- Ability to mentor a team of more junior project managers.

Core Behaviours:

- Self-motivation
- Communicating & Influencing
- Team Leadership
- Planning & Organising
- Change & Improvement
- Decision Making
- Delivery and Implementation

Key Relationships

Internal

- NTD Programme Delivery Unit
- NTD Surveillance Team
- NTD Tech Hub
- Institutional Fundraising and Finance departments
- Sightsavers Regional and Country Offices
- NTD SMT

External

- Partner Non-Governmental Organisations (NGOs)
- Ministries of health
- Global NTD community

Financial responsibility

Delegated Contractual Authority: £150,000 per annum or £500,000 in total

Delegated Transactional Authority: Up to £30,000

Annual Country NTD budget modification: Up to £1m if within pre-approved activities and within overall budget envelope.

Ability to Travel

Ability to travel - on planned visits, for $\pm 40\%$ of the year and work sometimes in difficult locations.

Date as of: August 2024