



seed madagascar

sustainable environment, education & development

Head of Community Health Programmes Madagascar

Position Overview

This is a superb opportunity for a development professional with 3-5 years of experience to lead a team of international staff supporting SEED's Community Health Programmes (Maternal and Child Health, SHRH, Food Security) alongside our national implementation teams.

It is essential that the post holder has community health and grant writing experience and is able to work in English to a high standard. Candidates who do not meet these criteria will not be considered.

SEED Madagascar is a British Charity working in partnership with communities in the southeast of Madagascar. We integrate high-quality community health, WASH, rural livelihoods, schools and conservation programmes to support long term, sustainable change while adding to International best practice through research and publication.

Location: Fort Dauphin, Anosy Region, Madagascar

Contract minimum duration: 2 years

Probationary period: 3 months

Terms and conditions: Local salary plus contribution to flight and insurance

Reporting to: Director of Programmes & Operations

Responsibilities:

Programme Development

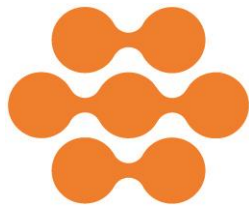
1. Work with national and international staff to design Public Health Projects that fulfil local needs and align with SEED's strategic aim, taking into account past learning, international best practice, contextual constraints and government objectives.
2. Oversee the development of project frameworks (e.g. Log Frames and Theory of Change) and proposals to ensure they are representative of the community needs whilst being attractive to donors
3. Support your team to conduct research into international and national development best practice and funding opportunities for the Community Health Programme
4. Ensure the high standard of all project documents submitted to donors to secure the ongoing funding of SEED's projects – currently at around £250,000 per annum across all active interventions
5. Identify partners and build networks and collaborations across the Public Health programme to increase the impact of SEEDs work in these areas
6. Use evidence-based advocacy from research and project findings in briefing papers for staff, local and regional stakeholders and government departments to inform regional and national development strategy

Seed Madagascar
Company No. 3796669
Charity No. 1079121

United Kingdom:
Suite 7,
1a Beethoven Street,
London,
W10 4LG
Tel: +44 (0) 20 8960 6629

Madagascar:
Villa Rabemanda,
Ambinanikely,
B.P. 318, Tolagnaro

info@seedmadagascar.org
www.madagascar.co.uk



seed madagascar

sustainable environment, education & development

Programme Management

7. Provide timely updates to the Programmes and Fundraising Coordinator of project activities and support them to communicate any changes in project activities to donors when necessary
8. Oversee effective systems for monitoring project progress against activity plans, working with project teams to ensure objectives are met and using learning from ongoing evaluation to inform the development of projects
9. Conduct fieldwork and monitoring visits to project sites when appropriate and ensure observations are fed back into ongoing project design

People Management

10. Recruit, support, manage, review and provide professional development to a team of Programme Interns, Officers and Specialists, delegating to and managing their work to achieve departmental objectives and support organisational ethos and strategy
11. Foster essential cross-cultural collaboration and learning, providing support to both the national and international teams to bridge gaps in understanding and priorities for project development and implementation
12. Provide pastoral care, guidance and act as a role model, both professionally and personally, for a team of early career professionals living in country

Budget Management

13. Oversee the development of budgets, including full cost allocation with consideration of the organisational strategy and priorities over the coming years
14. Provide monthly overview of financial reports, ensuring project spending is on track and identifying trends in expenditure, and management of exchange rate gains

General

15. Provide core support to the Director of Programmes & Operations in management and ensuring the support and security of all international staff, including acting as an intermediary of organisational priorities to the wider team
16. Work flexibly, including changing work priorities at short notice and working unsociable hours when necessary to meet a short deadline, for example the submission of project funding documents within the timeframe set by donors
17. Ensure all of SEEDs policies and procedures are evident throughout the work of the department, including those for safeguarding, whistleblowing and anticorruption, and undertake continual training to ensure these are promoted at all times
18. Represent SEED Madagascar in external meetings with other agencies, donors and partners on the ground in Madagascar and in the UK
19. Act as a temporary stand-in for the Director of Programmes & Operations and/or other Programme Heads when required during a period of leave and absences

Seed Madagascar
Company No. 3796669
Charity No. 1079121

United Kingdom:
Suite 7,
1a Beethoven Street,
London,
W10 4LG
Tel: +44 (0) 20 8960 6629

Madagascar:
Villa Rabemanda,
Ambinanikely,
B.P. 318, Tolagnaro

info@seedmadagascar.org
www.madagascar.co.uk



seed madagascar

sustainable environment, education & development

Required Skills & Experience

Essential

- At least a first degree-level qualification or equivalent experience in public health, international development, or related discipline
- Sound knowledge of international development frameworks and contemporary global issues facing least developed countries
- Sound knowledge of and interest in public health issues and approaches in least developed countries
- Minimum of 2 years' experience of public health projects in a developing context
- Minimum of 2 years' professional experience in line management and/or project management
- Familiarity with the use of project management tools including Logical Frameworks, Theory of Change models, Activity Plans and Monitoring & Evaluation frameworks
- Experience of creating and managing budgets
- Fluency in English (written and spoken) with excellent written communication skills, to the level of editing English documents for publication
- Intermediate French and be able to hold meetings and read reports in French would be desirable
- Excellent listening and verbal communication skills, and a flexible and patient attitude
- Excellent proposal and report writing and editing skills, with previous experience compiling project proposals and reports and the ability to tailor written information to various audiences
- Cross-cultural negotiation skills and a curiosity in effective work practices in a cross-cultural setting.
- Ability and desire to build capacity and share skills both within international and national teams
- Ability and desire to develop, support and manage a team of volunteers and staff, and to oversee the Project Development internship programme
- Ability to demonstrate and support staff to develop appropriate professional and social attitudes required for living in another country, and to manage these aspects of volunteers' behaviour when required
- Proficiency in Microsoft Office, particularly Word, Excel and PowerPoint
- Excellent problem solving and analytical skills, with demonstrable ability in gathering and assimilating facts and data from various sources
- Experience of living and working in a developing country with the ability and desire to work with teams from different economic and cultural backgrounds and across multiple language barriers

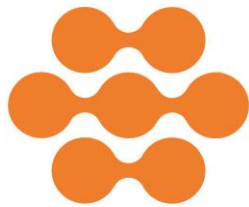
Application Procedure

Seed Madagascar
Company No. 3796669
Charity No. 1079121

United Kingdom:
Suite 7,
1a Beethoven Street,
London,
W10 4LG
Tel: +44 (0) 20 8960 6629

Madagascar:
Villa Rabemanda,
Ambinanikely,
B.P. 318, Tolagnaro

info@seedmadagascar.org
www.madagascar.co.uk



seed **madagascar**

sustainable environment, education & development

Interested applicants should send a CV and covering letter in English outlining how their skills and experience match the requirements in the job description criteria to SEED Madagascar Director of Programmes and Operations, Lisa Bass by email on lisa@seedmadagascar.org

Stages for candidates will include an exercise, an initial informal interview with Madagascar based staff and a formal interview

SEED Madagascar actively encourages equality, diversity, and inclusion in the workplace and aims to create a working environment free of bullying, harassment, victimisation, and unlawful discrimination, where individual differences and the contributions of all staff are recognised and valued.

Seed Madagascar
Company No. 3796669
Charity No. 1079121

United Kingdom:
Suite 7,
1a Beethoven Street,
London,
W10 4LG
Tel: +44 (0) 20 8960 6629

Madagascar:
Villa Rabemanda,
Ambinanikely,
B.P. 318, Tolagnaro

info@seedmadagascar.org
www.madagascar.co.uk