



## Job Description

<b>Job Title</b>	Senior Programme Manager
<b>Location</b>	Addis Ababa, Ethiopia (regular national travel expected)
<b>Contract type</b>	Full-time (37.5h per week) 12-month fixed term.
<b>Experience</b>	10+ years
<b>Start date</b>	ASAP (depending on final donor approval)
<b>Reporting to</b>	Country Director
<b>Direct reports</b>	1+
<b>Working Relationships and Accountability</b>	<p>The Senior Programme Manager (SPM) will report directly to the Country Director, and work in close partnership with finance and project management colleagues in Ethiopia, as well as the Programmes Quality Unit and Evidence and Impact Team in the UK.</p> <p>The SPM will line manage at least 1 employee.</p>
<b>Main Purpose</b>	They will be responsible to lead, oversee and deliver THET programmes and operations across Ethiopia according to THET programme quality standards and donor expectations. Previous experience working in non-communicable diseases delivery programme is highly desirable.

## Job Purpose

### About THET Ethiopia

THET has a vision of a world where everyone, everywhere has access to quality healthcare. Since 1988, THET has worked to strengthen the health workforce and the health systems they operate in to build a healthier future for all by managing donor funds and working through partnership between UK and LMIC health institutions. We run health system and workforce capacity development programmes, working closely with Ministries of Health we ensure our projects are sustainable, responding to local priorities.

THET uses a Health Partnerships model between UK and LMIC health institutions to co-develop solutions to locally identified priorities. In the past ten years THET has partnered with over 130 NHS Trusts, Royal Colleges, and academic institutions to train over 100,000 health workers in 31 LMICs across Africa and Asia.

THET Ethiopia primary focus over the past 17 years has been on decentralising NCDs services, aiming for earlier diagnosis, treatment and referral. We began our journey in Jimma and Gondar and later increased our response across 60 sites nationally. Currently our work focuses on Health Extension Workers capacity building and community awareness raising through training and NCD story telling at schools, community groups and beyond. We are in the final stages of agreeing on additional funding focused breast & prostate cancer and improving early detection through screening technology.

### Project summary

THET Ethiopia are currently implementing three projects. We are currently undertaking the

next phase of our non-communicable disease (NCD) project which aims to improve the health of underserved communities by increasing their access to (and uptake of) NCD treatment and care. This project is supporting Community Health Workers to increase the effectiveness of their role in the prevention, diagnosis and treatment of NCDs, as well as piloting the use of a children's book to promote inter-generational behaviour change associated with NCD treatment and care.

Furthermore, in partnership with the Spirit Health Foundation, we are piloting a new 12-month programme to improve breast and prostate cancer care in underserved communities. This project will train Primary and Community Health Workers, building their skills in cancer screening, diagnosis and referral. This will be complemented by Clinitouch, a digital platform that streamlines the screening and referral process. Additionally, to improve demand for cancer services, we will establish Cancer Support Champion Teams to raise awareness of breast and prostate cancer, ensuring people are aware of the health services available for them.

Finally, we will soon be launching the Global Health Workforce Programme, a UK-government funded health partnerships grant programme designed to develop the capacity of the health workforce in Ethiopia through international collaborations between UK and Ethiopian health institutions.

#### **Specific tasks of the Programme Manager**

##### **Programme Management**

- Overall responsibility for the management of THET Ethiopia's projects, ensuring they are on track and to budget, and complying with internal procedures and donor regulations, with support from the Programmes Quality Unit.
- Facilitate coordination of programme activities, planning and dissemination between internal and external stakeholders.
- Contribute to the development and implementation of an overall advocacy strategy related to the programme's goals and outcomes.
- Support the validation of training materials for health workers, in collaboration with the Country Director.
- Work closely with the logistics team to ensure training arrangements and project procurement is done in a timely manner.
- Attend and support coordination of training sessions
- Establish and maintain effective communication with relevant partners in local government, including health facilities, training institutions, NGOs and donor organisations.
- Arrange and contribute to relevant meetings and workshops to further the goals of the programme, with administrative support from colleagues.
- Ensure a community-led approach is applied across all THET work.

##### **Human Resources & Operations Management**

- Support the Country Director with country office oversight, such as staff planning, INGO compliance, office requirements, and line management.
- In consultation with the Country Director, coordinate project staff recruitment, induction/orientation, professional development and performance planning.

##### **Finance & Risk Management**

- Maintain overall budget authority for THET Ethiopia projects, ensuring funds are managed effectively in line with donor and country requirements.
- Responsible for the project budget and project related expenses.
- Ensure project activities are undertaken according to budget allocation

- Undertake regular expenditure against project budgets reviews. This includes attending finance meetings to understand budget variations and timely budget reprofiling to minimize under/over-spend.
- Ensure THET financial controls and administrative systems are in place to safeguard the project's assets, and updated documents are available and are strictly followed by the team.
- Ensure the team are aware off and apply THET Safeguarding Policy and processes.
- Ensure GESI and climate resilience is consider and applied as appropriate.
- Ensure project risk registers are reviewed and updated regularly.

### Monitoring and Evaluation

- Lead the development of monitoring and evaluation tools with project partners, with support from the Evidence and Impact Team.
- Lead the coordination of monitoring and evaluation activities with project partners.
- Quality assurance of data collection.
- Support the timely and accurate reporting to donors and stakeholders on programme activities, outcomes and impact.
- Ensure all THET programme management tools are reviewed and updated on a monthly basis, with support from the Programme Quality Unit.

### General Support

- Provide further support to the Country Director as necessary and relevant.
- Represent THET externally as necessary and relevant.
- Occasional support in the information gathering and drafting of the proposals, with support from the New Business Development team.

Person Specification	Essential	Desired
<b>Qualification</b>	<b><i>Bachelor's Degree in a related field (International Development, Programme Managment, Conflict Studies, Public Health Studies or similar)</i></b>	<b><i>Master's degree in a relevant discipline. (International Development, Programme Managment, Conflict Studies, Public Health Studies or similar)</i></b>
<b>Experience</b>	<p>10+ year experience in Programme management</p> <p>Proven project management experience in the health sector in Ethiopia</p> <p>New programme development, including donor tracking and project design.</p> <p>Good financial/numeracy skills, including budget preparation and tracking.</p>	<p>Experience of developing systems/ tools to support programme management (or aspects of it)</p> <p>Policy, technical and operational aspects of chronic disease.</p> <p>Engagement with the Ethiopian Federal Ministry of Health</p> <p>Working in an INGO in</p>

	<p>Monitoring and evaluation and/or research.</p> <p>Delivering written and verbal communications to a range of audiences</p> <p>High-level stakeholder engagement and writing donor reports.</p> <p>Experience managing a small team.</p>	<p>Ethiopia, in programme and operations management.</p> <p>Collaborating with staff or partners internationally.</p>
<b>Knowledge</b>	<p>Understanding of the Ethiopian health sector.</p> <p>Knowledge of project management and the project cycle.</p> <p>Awareness of Monitoring and Evaluation principles</p> <p>Understanding of national and sub-national NCD health stakeholders</p>	<p>Knowledge of donor trends and interests</p> <p>Knowledge of INGO compliance and regulation in Ethiopia</p>
<b>Skills</b>	<p>Excellent interpersonal skills and confidence in dealing with senior staff from diverse organisations and backgrounds.</p> <p>Excellent command of written and spoken English.</p> <p>Excellent computer skills, particularly with Microsoft Office software (word processing and spreadsheets)</p> <p>Excellent time management skills and ability to manage competing deadlines.</p> <p>Team player able to work independently when required and to manage a diverse and heavy workload.</p>	
<b>Values</b>	<p>Strong commitment to</p>	

	<p>THET's cause and values.</p> <p>Highly motivated self-starter.</p> <p>Flexible and adaptable.</p> <p>Intercultural sensitivity and awareness</p>	
<b>Other</b>	Ethiopian nationality required	

THET is committed to creating a diverse and inclusive organisation, reflecting the diversity of the armed forces community and of wider society. We welcome applications from people of all backgrounds and personal characteristics. All staff must comply THET Safeguarding Policy and Code Conduct (visit our website for more information).

Before applying for this role, we recommend reading through the candidate guidance notes once you have been redirected. Please note that we are actively recruiting for this position and reserve the right to close once sufficient applications have been received.

**To apply please submit your CV (no longer than 3 pages) and Cover letter (no longer than 1 page) via email to [jobs@thet.org](mailto:jobs@thet.org) using the subject Ethiopia SPM position\_NAME. The application deadline is 7<sup>th</sup> February 2025.** Clearly outline how your experience suits the above outlined job description and skills required. Applicants who are not contacted within thirty days after the final filing date were unfortunately not successful on this occasion.

The application process will be split into two stages. Round 1 will consist of a 60-minute written interview. Stage 2, a 60-minute interview.

THET collects and holds your personal details for the purpose of your current job application and will delete the information you give us six months after the post is filled, or sooner should you request. If your application is successful, we will keep your data for six years. Your information will not be shared outside THET and will be handled in accordance with GDPR legislation.

Please see [GDPR Policies - THET](#) and/or [THET-Privacy-Policy-1.pdf](#) if you would like to know more.