

Job Description:

Regional Operations Manager – Asia

General role information	
Job Title:	Regional Operations Manager - Asia
Reporting to:	Nicole Raatgever
Career Level:	Manager
Salary Band:	£45,000
Notice period:	2 months
Budget Responsibility?	N
Direct Reports?	2
About MSI	
<p>At Marie Stopes International we are unapologetically pro-choice. We believe that every woman has the right to make choices about her own body and her own future. As one of the world's leading providers of contraception and safe abortion care, we give women the means to do so. Our team members, working across 37 countries, provide high quality, safe services to women, when and where they need them. Because when a woman can determine her own future, she can contribute to creating a better, more sustainable future for everyone.</p>	
The department/team	
<p>The Asia team provides strategic and operational support to nine country programmes, including some of MSI's largest and most long-established programmes. Delivering family planning, safe abortion services through multiple channels and high quality contraceptive. Asia country programmes are expected to increase productivity and make progress towards financial sustainability in a region of rapidly developing health markets.</p>	
The role	
<p>As Regional Operations Manager, Asia, you will provide critical support, operational guidance and capacity building to drive the growth of high-quality family planning and safe abortion programmes across the Asia region. Under the direction of the Regional Director and in collaboration with MSI technical teams, you will have significant responsibility for the region's implementation of MSI's current and upcoming strategy and will provide operational inputs into the focus areas under the responsibility of the Senior Regional Business Partner.</p> <p>Drawing on your field and headquarters operational experience, you will have significant responsibility for transformation and sustainability of the region as a successful operating model to ensure delivery of the MSI 2030 Strategy and regional OGSMs. You will contribute to the development, refinement and implementation of MSI Global Goods to ensure that they are fit for purpose and are embedded within all country programmes. You will identify, document and share examples of learning, good practice and innovation across the region which will strengthen</p>	

All MSI job descriptions are subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI's recruitment process, please do so via email to recruitment@mariestopes.org.

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programme scale and impact, quality and sustainability.

You will lead and supervise two Programme Officer, coordinating with MSI's technical experts, you will ensure country programmes have the capacity and ability to meet MSI standards and guidelines and deliver sustainably on their annual business plans.

Key Responsibilities

- ▮ Support the Regional Director in detecting, monitoring and managing programme risks and identifying early warning signs of faltering Asia country programmes and potential under-delivery on commitments that could endanger the performance of country programmes and the achievement of regional targets. Ensure the Regional Director is kept informed of country programme support needs and facilitate the delivery of necessary support
- ▮ Identify potential or actual weaknesses of country programmes and map out remedial actions for discussion with the Regional Director.
- ▮ In conjunction with country programmes, Regional Director, Senior Regional Business Partner and the Programme Design and Development team, contribute to new business development strategies and appropriate donor proposals including contributing to, editing and reviewing Asia concept papers, proposals, budgets and work plans to donor specifications and to a high standard
- ▮ Monitor compliance with MSI's Global Goods, standards, policies and donor requirements across the portfolio of country programmes
- ▮ Guide and support the Programme Officers and Country Programme teams in the preparation of Quarterly Performance Reviews. Analyse quarterly performance data using MSI's InforBI system and other programme data. Support Regional Director to monitor KPIs. Lead the quarterly review process in lieu of Regional Director as required
- ▮ Support country programmes in the preparation of annual business plans, which draw on the channel Success Models and support MSI's global strategic priorities. In coordination with the Regional Finance Director and Senior Regional Business Partner, support the MSI support office review process for Regional Director sign off
- ▮ Support the Regional Director in the collection and dissemination of performance reports that provide detailed information and help Asia country programmes stay on track in meeting annual targets

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

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Please read this document in conjunction with the Person Specification for the role.

Signature

By signing below, you indicate that you have read and agree to this job description.

Full name:

Signature:

Date: