

## About King's

Please see the link below for supporting information for prospective applicants. This also includes some background information about the university including rankings, research outputs, King's Health Partner Trusts and our current fundraising initiative. [www.kcl.ac.uk/aboutkings](http://www.kcl.ac.uk/aboutkings)

## Job description

<b>Post title</b>	Programme Officer
<b>Department/Division</b>	King's Centre for Global Health and Health Partnerships, Department of Population Health Sciences, School of Population Health & Environmental Sciences
<b>Faculty</b>	Faculty of Life Sciences & Medicine
<b>Grade/salary</b>	Grade 5, spine point 25-30, £28,660 - £33,199 per annum plus in-country support package
<b>Hours of work</b>	Full time (35 hours per week)
<b>Period of appointment</b>	4 month temporary contract
<b>Responsible to</b>	Country Director, King's Sierra Leone Partnership
<b>Responsible for</b>	n/a
<b>Campus</b>	Freetown, Sierra Leone

### Role purpose

Reporting to the Country Director, the Programme Officer will provide broad programme support as needed, including project work around accountability, communications, monitoring and evaluation and advocacy.

### Role Profile

The Programme Officer will be responsible for in-country project setup and development in conjunction with Freetown and London based staff, ensuring new projects are implemented to a consistent standard of quality. They will provide in-country support for collaborative and consultative proposal development processes, helping the team submit timely and high-quality donor proposals and reporting, and contribute to the evaluation and review of programme progress and adaptation.

### RESPONSIBILITIES

## **Key responsibilities include but are not limited to:**

### **Programme Quality:**

- Ensure familiarity with KSLP's strategic objectives and with in-country compliance issues for KSLP and current and potential donors.
- Meet with project implementation teams, including volunteers, on a regular basis to support with the development and tracking of implementation plans and identify areas where support is required.
- From these identified areas, conduct specific pieces of work focussing on project evaluation, review, learning and assessment as agreed with the Country Director and the Programmes Manager where required.
- Coordinate the information flow between projects and management and Freetown and London based teams, facilitate learning meetings and reviews.
- Provide training and support to project teams on identified areas for improvement as pertains to grant management, reporting, proposal writing or evaluation of programmes as and when needed.

### **Communication:**

- Represent KSLP to external stakeholders, in particular the Ministry of Health and Sanitation.
- Help improve the quality of project documentation to support communication objectives in collaboration with other staff

### **Support Grant and Project start up in country**

- Drive the in-country grant start up process in close collaboration with the technical leads, Country Director and Programmes Manager as appropriate to deliver on effective start up of new grants.
- Research new in-country funding opportunities and project proposals, coordinating with the management team, technical teams, and programmes teams to develop proposals.
- Work with the technical teams to design and implement monitoring, evaluation and learning tools to operate within projects.

### **Report writing:**

- Support the Programme Manager to keep updated grants and proposal tracking records to ensure all responsible staff are aware of deadlines and reporting requirements
- Support the project staff to coordinate, collate and assist project staff with writing donor grant reports to ensure timely delivery of quality reporting, highlighting progress and achievement against plans.
- Support programme management meetings, disseminating grants/proposal documents, and responding to information requests from the field and from other partners.
- Coordinate the compilation of data from different teams for monthly consortia and donor reports

### **Other:**

- At the request of the Country Director, take responsibility for other duties in line with the responsibilities outlined in this job description.

### **Partner Facing**

- Support the development of Quality Improvement at Connaught Hospital, including the Quality Improvement Committee.

## **About the King's Centre for Global Health and Health Partnerships**

The King's Centre for Global Health and Health Partnerships is a joint centre for King's College London and King's Health Partners, bringing together people working and studying at the university and Guy's and St. Thomas', King's College Hospital, and South London and Maudsley NHS Foundation Trusts.

The King's Centre for Global Health and Health Partnerships is responsible for managing three health partnerships in Somaliland, Sierra Leone and the Democratic Republic of the Congo, and a network focussed on building the success of health partnerships across Sierra Leone. The health partnerships support the strengthening of health systems in challenging environments while providing opportunities that attract and retain the best UK talent and develop global health leaders. We plan to achieve this by building the capacity of our institutional health partners to develop health policy and models of care; optimise delivery of clinical services; provide health education and training and; conduct research into each of these areas.

The Centre's educational programmes includes an iBSc, several MSc pathways, and various short courses, and is rooted in an interdisciplinary and reflective pedagogy of global health. Our research primarily comprises three areas – health systems strengthening, global surgery and sexual health. The Centre Director co-chairs the Lancet Commission on Global Surgery and we are involved in an extensive research programme with a focus on sexual health services in south London. There is a strong integration of our academic health partnerships with centre research and educational activities.

## **King's Sierra Leone Partnership**

King's Sierra Leone Partnership (KSLP) is a long-term capacity building partnership between King's Health Partners in London and key partner institutions in Sierra Leone. KSLP aims to help strengthen Sierra Leone's health system by improving training, clinical services, policy and research. Key partners include the College of Medicine & Allied Health Sciences, the University of Sierra Leone Teaching Hospital Complex Connaught Hospital, (the main adult teaching and referral hospital) and the Ministry of Health & Sanitation.

Since January 2013, King's has had a small in-country team of volunteers, who are supported by senior experts from the UK. The in-country leadership team includes a Country Director, a Director of Operations, an Educational Lead, and a Research Lead. KSLP is at an exciting time in its existence, emerging from its work responding to the Ebola outbreak. King's has been supporting the development of the teaching hospital complex and supporting improved quality of care in Freetown. KSLP has supported Connaught Hospital's senior and clinical leadership to institute health systems strengthening interventions and drive an agenda of change across a broad range of disciplines including infectious disease, mental health, physiotherapy, nursing, trauma, internal medicine, data systems and hospital maintenance among others.

# Person specification

## Eligibility to work in the United Kingdom

This post does not qualify for a Certificate of Sponsorship under Home Office regulations therefore the university will not be able to offer sponsorship for this role.

Criteria	Essential	Desirable	How identified and assessed*
*For 'How identified and assessed' use: <b>AP</b> - application, <b>AS</b> - assessment, <b>I</b> - interview, <b>P</b> - presentation, <b>R</b> - references			
<b>Education / qualification and training</b>			
Undergraduate degree in a relevant discipline	X		AP
Postgraduate qualification, preferably in a relevant discipline		X	AP
<b>Knowledge / skills</b>			
Strong understanding of global health partnerships and development programmes	X		AP, I
Strong understanding of health systems strengthening projects	X		AP, I
Understanding of health information management systems		X	AP, I
			AP, I
<b>Experience</b>			
Experience with health programming in Sub Saharan Africa	X		AP, I
Experience building the capacity of LMIC partners to implement international development projects		X	AP, I
Experience working within health partnerships between the global north and global south and/or south-south partnerships		X	AP
<b>Personal characteristics/other requirements</b>			
Excellent interpersonal and intercultural skills	X		AP, I
An independent, self-motivated worker	X		AP, I
Able to coordinate and organise a substantial workload comprising complex, diverse tasks and responsibilities	X		AP, I
Team player and relationship builder	X		AP, I

## Role specific requirements

Flexible and adaptable: willing to work irregular hours in accordance with the needs of the role

X

I

# Applying for the post

## 1. (HireWire Advert – delete if advertising internally only)

At the bottom of the HireWire advert you will be directed to download and complete the required application form. Please then upload your application form via your profile into the HireWire system.

We will not accept curriculum vitae in isolation and you must complete the required application form for your application to be considered.

Applications must be made electronically in Word or PDF format.

Please ensure you quote reference number **GX/XXX/XXXX/XX-XX** on all correspondence.

**Closing Date:** **XXXXX**

**Interview Date:** **XXXXX**

## Applicants with disabilities

King's College London is keen to increase the number of disabled people it employs. We therefore encourage applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application please contact the Recruitment Coordinator responsible for the administration of the post on **(HR to complete) recruitmentteam@kcl.ac.uk**

## Response

All applications will be considered with respect to the criteria outlined in the person specification. We aim to contact you within four weeks of the closing date to inform you if you have been selected for interview. Due to the large number of applications we receive we are unfortunately not able to provide feedback at the shortlisting stage.

