

Job Framework

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| Job Title | Projects Director | Work Type | Full time (3 year contract) |
| Reporting to | Executive Officer | No. of Direct Reports | 5 |
| Location | Melbourne, Australia | Budget Responsibilities | Yes |

The Organisation

At MSI Reproductive Choices we are unapologetically pro-choice. We believe that every person has the right to make choices about their own body and future. As one of the world's leading providers of contraception and safe abortion care, we give everyone the means to do so. Across 37 countries, we provide high quality, safe services, and work with advocacy to create an enabling environment, so every client has safe access to services when and where they are needed.

MSI Asia Pacific (MSIAP) serves as the Public Engagement and Project Management office for MSI in Australia and the Asia Pacific region. Working with key institutional donors including Australian Government (DFAT) and New Zealand Government (MFAT), Foundations and individual supporters, MSIAP oversees a number of projects across Asia and the Pacific.

MSI is committed to creating an inclusive environment with a workforce which is representative of the communities we serve. We're proud to be an equal opportunities employer and give equal consideration to all qualified applicants without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age. We are committed to promoting equality and safeguarding the welfare of all team members and clients, with a focus on vulnerable groups.

The Function

The **Projects Department** plays a critical role in delivering MSI's mission of 'children by choice, not chance' by supporting MSI country programs to expand access to family planning and safe abortion services. The Projects Department is responsible for the efficient and effective management of Australian funded programs which are delivered primarily in Asia Pacific by MSI Country Program offices. The Projects Department does this by supporting our partners to deliver results, with a commitment to implementing best practices at scale, while simultaneously adhering to core programmatic and operational standards and compliance requirements.

Comprising the Projects Director, 3 Project Grant Officers and a Gender Equality, Safeguarding and Inclusion (GESI) Advisor, and a MEL Senior Advisor (0.6 FTE) the Department ensures that projects are well designed, assists partners to operationalise quality guidelines and provides technical expertise to support project delivery. The Department regularly monitors program implementation and takes management action to ensure project delivery is satisfactory, contractual obligations are met and results in impacts for our clients. The Department analyses project outcomes, provides reports to donors and publishes analysis and evaluations to demonstrate the impact of funded projects, enabling project knowledge to be leveraged at scale by MSI and others in the sector. The Department plays a critical role in building and sustaining a positive relationship with Australian DFAT and New Zealand MFAT, MSI's key donors in the region, by managing large scale regional and bilateral projects.

The Department draws on its program/project expertise to contribute to the External Relations Department's development of strategic policy advice and advocacy to donors, major stakeholders and to the Australian public. The Department also works with other MSI Regional Support Offices and Global Technical teams ensuring that project impact and lessons are leveraged across the partnership.

The Role

The Projects Director is responsible for providing leadership, managing relationships with MSI partners and ensuring projects managed by MSIAP are delivered to the highest quality leading to impactful results for our clients and meeting the expectations and requirements of donors. As a member of the Senior Management Team, the Projects Director contributes to the overall strategic direction of the organisation, working closely with the Board and key internal stakeholders. Through skilled partnership management and application of collaborative processes, the Projects Director supports and strengthens partnerships for program implementation.

The Projects Director is accountable for high-quality stewardship of a portfolio of large scale, multi-country projects. Leading the Projects Department to develop and embed new processes and systems, you will build the team's capabilities to manage all projects contracted through MSIAP and ensure the effective use of donor funding. The role will ensure that project management systems and processes support and promote partnership and high-quality project delivery. Coordinating with MSI partners, you will ensure country programmes have the capacity and ability to meet MSI standards and guidelines and deliver project results. You will identify, document and share examples of learning, good practice and innovation across the MSI partnership which will strengthen scale and impact, quality and sustainability.

As a member of the Senior Management Team the role works collaboratively to set the direction and deliver on the strategy of the organisation and supports the Executive Director to set the direction of the organisation. Working alongside the External Relations & Advocacy team and the Fundraising & Communications team, this role will ensure that communication and fundraising activities integrate project learnings and best practice.

This position requires flexibility with work hours during travel periods and working with stakeholders across multiple time zones, including regular contact with the Global Support Office in the UK.

Key Responsibilities

Strategy and Leadership

- As an effective member of the Senior Management Team, contribute to strategy development and the effective management and governance of MSIAP including reporting regularly to the Board and involvement on relevant subcommittees
- Lead the strategic direction of MSIAP's International programming focus, working with partners to identify programmatic needs and emerging issues
- Ensure that the MSIAP Strategy is achieved through the cohesive implementation and delivery of projects within the Department's portfolio
- Support the development and success of MSIAPs strategy for public engagement in Australia and across the region through proactive sharing of project results and stories
- Contribute to the development and management of MSIAP business planning and forecasting processes and ensure project income and deliverables are accurately reflected
- Build a high-performance culture underpinned by MSI's behaviours and values
- Ensure high levels of employee engagement through effective people leadership and management at both the team and individual level

Partnerships and Capability Strengthening

- Foster meaningful, mutually beneficial partnerships that are aligned with project goals and ambitions
- In collaboration with global and country office stakeholders lead the development of a Partnership Approach for MSIAP that encompasses best practice principles of equitable partnerships
- In collaboration with internal stakeholders build, refine and adapt systems and process for partnership that support aims of having equitable partnerships and working in ways that are locally led
- Establish, monitor and evaluate partnerships with external partners and MSI offices to deliver against strategic projects and meet donor deliverables
- In collaboration with internal stakeholders lead the development and application of a holistic model for capability assessment and strengthening for MSIAP's partners
- Support partnership practice across the organisation

Project Quality

- Lead the Projects Department to deliver high quality and impactful development projects
- Management and oversight of project performance, working closely with MSI Country Programs to monitor implementation to ensure projects meet targets and are within budget
- Oversee and contribute to the timely production and submission of all reporting requirements
- Drive project quality and impact through effective monitoring and evaluation, application of MSI success models
- Coordinate expert advice to project implementation to ensure projects are gender transformative, disability inclusive and addressing barriers to SRH/FP access and uptake
- Commission project evaluations and facilitate sharing and application of learnings
- Design and lead on project governance systems, providing strategic guidance to regional teams to support the effective delivery of the project portfolio
- Oversee the development and application of strong project management processes and standards across the

- project portfolio
- Analyse project performance results and impact and prepare reporting for MSIAP Board, MSI teams and external stakeholders
- Identify, document and share examples of learning, good practice and innovation across the portfolio and promote impact and learning within MSI global partnership
- Provide capacity building and training to partner staff and project officers in project management
- Advise on, and contribute to, new business development strategies for new regional projects

Compliance

- Contribute to MSIAP organisational risk identification, mitigation and management
- Develop and oversee risk management systems to actively monitor project risks
- Oversee external compliance to maintain ACFID Code of Conduct and DFAT Full Accreditation
- Develop policies and processes to meet MSI and external compliance requirements
- Monitor compliance and provide training and learning in the application of standards, policies and donor requirements across the portfolio of country programs
- Immediately report suspected safeguarding incidents or fraud to donors

Representation and Stakeholder Relationships

- Maintain open lines of communication with other MSI entities to ensure cohesive support to MSI Country Programs and implementing partners, escalating risks and opportunities when appropriate
- Facilitate project to project exchange within MSI
- In conjunction with MSI Country Programs, Regional Support Teams and External Relations Teams, contribute to new business development strategies and appropriate donor proposals including contributing to, editing and reviewing concept papers, proposals, budgets, work and M&E plans to donor specifications and to a high standard
- Support the work of the External Relations team by ensuring that project knowledge is used to inform policy positions and enhance the organisation's overall legitimacy to engage in policy debates
- Support the organisation's public fundraising goals by working closely with the Fundraising and Communications team providing them with information on projects that promote ongoing donor engagement
- Ensure effective relationship building and communication with external and strategic partners engaged in donor funded regional projects
- Support MSI Country Programs to engage with donors
- Represent MSIAP in MSI and external events, acting as the focal point for sharing of best practice

Skills and Experience

Qualifications

- Relevant Degree (MPH, MA, MBA desirable) or equivalent professional experience

Experience

- Demonstrated grant management experience including delivering outcomes against strategic targets or objectives
- Significant experience and record of accomplishment in overseeing multiple large Government grants, major private donors and/or complex multi-country operations
- Demonstrated experience providing strategic leadership and guidance to an organisation in an international development context
- Significant experience in project design, budgeting, monitoring, and evaluation for international development or health programs
- Experience in brokering partnerships and working collaboratively with a variety of stakeholders
- An experienced senior leader with demonstrated experience managing and inspiring individuals and teams
- Experience applying ACFID and DFAT compliance standards and donor contract requirements
- Knowledge in health promotion, sexual and reproductive health, family planning and/or health system strengthening
- Experience working in the Asia Pacific region (desirable)

Skills

- Strategic thinker with the ability to provide leadership to deliver outcomes

- Highly collaborative and an ability to work effectively with a range of stakeholders and at all levels in an empowering way
- Effective planning and organisational skills with the ability to establish frameworks and procedures to guide work and track progress in a complex organisational environment

Personal Attributes

- Pro-choice
- Team player; energetic, enthusiastic and positive
- Quality-focussed and results-oriented
- Calm under pressure
- Strong attention to detail and follow-up
- Ability to take initiative and achieve results with limited supervision
- Highly organised
- Confident and professional
- Responsive, resourceful and determined.
- Sound judgement
- Emotional intelligence
- Integrity

MSI Behaviours and Values

Leadership Behaviours

- **Develop yourself:** You actively seek opportunities to develop and stretch your leadership capability. You respond positively to situations that require you to improve and grow. You continuously evolve your strengths and awareness of areas for development by seeking and reflecting on coaching and feedback from others in order to improve your own performance and impact. You are open to others' perspectives and the opportunities this presents to change your behaviour. You proactively maintain your own well-being in order to be able to perform to your full potential; you take care of yourself holistically
- **Be accountable and take ownership:** You hold yourself responsible /answerable for your actions. You accept responsibility for the outcomes expected of you—both good and bad. You don't blame others. You don't blame the external environment. You take the initiative to influence outcomes. You accept responsibility for your mistakes, you learn what you can, and you plan to do better next time. By taking ownership, you address shortfalls
- **Be resilient:** You conduct yourself professionally when dealing with set-backs and you commit to learning from your experiences. You demonstrate a positive and inclusive approach to problem-solving. You think and act clearly under pressure and you seek feedback on others' experience of you
- **Be a compelling and influential communicator:** You communicate effectively at all levels both within the organisation and with external stakeholders and partners. Others experience your communication style as effective, inspirational and as having a positive impact. You actively listen with the intent to understand, giving others the confidence that you are committed to valuing their contribution
- **Insist on excellence:** You hold yourself and others accountable for meeting expectations. You never tire of seeking out better ways for your team to consistently deliver expected business results and deliver exemplary performance. You clearly communicate performance expectations and provide clear, honest and meaningful feedback when these are not being met. You engage in effective dialogue with under-performers as soon as performance issues arise; you act decisively and effectively to address any poor performance issues, following correct organisational procedures
- **Lead with authenticity, integrity and empathy:** By conducting your relationships with honesty, integrity and openness you are recognised as a leader whom others trust. In developing your relationships with others you demonstrate genuine empathy, build rapport, collaboration and mutual commitment at all levels in MSI. You are consciously aware of the impact you have on those around you and you strive towards having a lasting, positive effect. You demonstrate understanding and respect for cultural, religious, gender and racial differences. You treat people of all backgrounds fairly and respectfully

- **Develop others; strengthen, nourish and nurture future talent:** You dedicate time and commitment to effectively managing and developing the talent pipeline within your team and across MSI globally whilst ensuring resources, responsibility and authority for all deliverables are clearly assigned. You guide and encourage others to explore their own learning from external sources. You understand how to nurture creativity, courage and innovation in others, stimulating and stretching them on their professional development journeys. You role-model effective coaching and are recognised for embedding a sustainable coaching culture at MSI
- **Focus on customers:** You strive to consistently meet and exceed client expectations, always treating clients with dignity and respect. You understand who your internal and external customers are, how to meet their expectations and you build great relationships in order to do so. You build and cultivate effective working relationships with all external stakeholders, including suppliers, customers, government and donors. You are an ambassador for “One MSI” and our Power of Ten strategy, keeping clients at the centre of what we do
- **Consistently deliver world class performance and results:** You progressively look for ways to innovate and move MSI forward, and are excited by taking appropriate risks to do this. You are energised by seizing new opportunities that strive towards improving organisational performance. You understand and adhere to all MSI’s functional and operational strategies and processes. You demonstrate good judgement in decision-making, you are decisive and implement decisions effectively
- **Lead, manage and support organisational change:** You understand how to harness effective strategies to facilitate organisational change. You take a positive stand for all change initiatives across MSI, effectively managing resistance to change. You are inclusive of the right people at the right time during each stage of the change journey, sharing well-timed communication regarding the objectives and outcomes of organisational change with relevant parties. You positively engage others in the opportunities that change presents and collaborate on change initiatives wherever possible
- **Be a visionary:** You are able to create vision for others; this means you identify actions and activities that you communicate at every level within your team which in turn deliver MSI’s vision. You bring people together to work towards a common vision, providing clear direction, motivation and inspiration. You place MSI’s gain above personal gain. You are a recognised ambassador for MSI externally.

Team Member Behaviours

- **Show initiative:** you think ahead and take action to make the most of opportunities by finding the best solution
- **Innovate:** you think creatively and suggest ideas that lead to a positive outcome
- **Communicate:** you demonstrate that you are listening and asking the right questions, using appropriate body language, ensuring all information you share is clear and concise
- **Be responsive:** you respond positively when priorities change and others seek your support
- **Work efficiently:** you plan, prioritise and organise your work, to ensure it is delivered accurately and on time
- **Share information:** you share information and knowledge to help others and keep it confidential when appropriate to do so
- **Focus on learning:** you keep your knowledge and skills up to date and take responsibility to discuss your development with your manager and find solutions
- **Show commitment:** you understand MSI’s goals, vision and values and how your role impacts on these and are happy to put in extra effort to meet the requirements of your role
- **Be accountable:** you take responsibility for the decisions that you make and the actions and behaviours you demonstrate
- **Embrace change:** when faced with change, you support this by behaving positively and adjusting plans/activities accordingly
- **Keep motivated:** you are motivated and determined to achieve high quality results in all that you do
- **Be a team player:** you work as part of a team, demonstrating support, flexibility and respect for others.

MSI Core Values

- **Mission driven:** we go to work every day to enable more women to have children by choice, not chance
- **Customer focussed:** we meet the needs and exceed the expectations of all our customers: service users, donors, host governments and fellow team members
- **Results orientated:** we achieve high quality, measurable outcomes, rather than focusing on inputs or processes
- **Pioneering:** through learning, innovation, and risk taking, we remain at the forefront of family planning, safe abortion and reproductive healthcare globally

- **Sustainable:** we build effective programmes and change behaviours which will have lasting impact for individuals, their communities and their countries
- **People-centred:** our continued success depends on the creativity, commitment and courage of MSI team members worldwide.

MSIAP is a child-safe organisation and has zero tolerance for sexual exploitation abuse and harassment. All successful applicants will be required to abide by our Child Safeguarding Code of Conduct and our Global Code of Conduct in addition to undergoing a police check prior to commencement.

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| Probationary Period | 6 Months | Working with Children | No |
| International Travel | Yes | Contact with Children | This position may include contact with children. |