



JOB DESCRIPTION – PROGRAMME MANAGER

(Group for Harnessing Non-State Actors for Better Health for the Poor)

HANSHEP is a group of development agencies and countries, established by its members in 2010, seeking to improve the performance of the non-state sector in delivering better healthcare to the poor by working together, learning from each other, and sharing this learning with others.

ABOUT HANSHEP

The origins of HANSHEP lie in a report from the High Level Task Force on International Innovative Financing for Health Systems led by Prime Minister Gordon Brown of the United Kingdom and Mr. Robert Zoellick, Former President of the World Bank in 2009. Of the nine recommendations made in the [final report](#) – *Recommendation 6* – called for action to “*Strengthen the capacity of governments to secure better performance and investment from private, faith-based, community, NGO and other non-state actors in the health sector.*” (WHO, 2009:7). Seven years on, the development community has risen to this challenge using a variety of approaches to integrate public with private – a success partly attributable to HANSHEP’s efforts in heightening awareness of this topic through bold experimentation and evidence collation.

The HANSHEP group is now at the cusp of a transformation, progressing the discourse from experimentation with the non-state sector in healthcare (HANSHEP 1.0) to a more informed and strategic stance on how to better support governments in steering efficient and equitable mixed health systems (HANSHEP 2.0). Through this work we aim to generate robust evidence about the role of non-state actors in pro-poor health provision and help inform policies as well as support the formal recognition of the role of non-state actors to achieve Universal Health Coverage.

ABOUT HANSHEP MEMBERS

The HANSHEP group comprises funding members including the Bill and Melinda Gates Foundation (BMGF), United States Agency for International Development (USAID), Department for International Development (DFID), the World Bank (WB), International Finance Corporation (IFC), and Rockefeller Foundation (RF) as well as non-funding members and experts from the Governments of Rwanda, India and Nigeria.

MANAGEMENT OF HANSHEP

MDY LLP, a UK based multidisciplinary firm specialising in the design and delivery international development initiatives, provides Secretariat services to the HANSHEP group, including coordinating member’s activities from its offices in Westminster, London.

THE POSITION OF PROGRAMME MANAGER

The HANSHEP Programme Manager will be responsible for leading on all strategic inputs from the Secretariat through a consultative process with members. The Programme Manager will also be accountable for ensuring efficient workflow and quality outputs. The role serves as the nexus between nine member agencies to help identify the synergies in the group and advance the development and implementation of HANSHEP 2.0

strategy. The Programme Manager will be supported by other members of MDY's Programme Management Team.

PRINCIPAL ELEMENTS OF THE ROLE:

Strategy facilitation, planning and management

- Support strategy and policy discussions with HANSHEP members, including analysis, option formulation, preparation of papers and presentations, dissemination and communication of decisions, and implementation of agreed actions
- Work with HANSHEP Chair and relevant members to draft quarterly meeting agendas on prioritised topics and work streams
- Lead on the organisation of all technical content of the HANSHEP quarterly board meetings including leading on all pre-meeting briefing notes with internal and external stakeholders
- Regularly liaise with member representatives to maintain momentum and engagement with HANSHEP between meetings and track changing organisational priorities and opportunities
- Undertake and contribute towards technical assignments as necessary to inform HANSHEP policy and investment decisions

Governance:

- Lead on a consultative process with members and Secretariat to refresh the HANSHEP Memorandum of Understanding (MoU) in preparation for the launch of HANSHEP 2.0 strategy
- Articulate new and strengthen existing policies related to the types and levels of representation, deputising arrangements, conflict of interest and operations
- Work with MDY's governance experts to provide governance insight as appropriate in developing contractual models for Secretariat services that preserves its accountability to all members
- Update the governance framework and terms of references for the Chair, non-funding members and the Secretariat reflecting the desired modus operandi of the group
- Administer the revised MoU and the governance framework
- Research and approach potential new members of HANSHEP as mandated by members and in collaboration with the HANSHEP Chair

Communications:

- Lead on all external relation and communication by serving as principal point of contact for all public enquiries, and by (re)presenting HANSHEP at external events
- In collaboration with members, develop a comprehensive communication strategy for the HANSHEP group to facilitate information flow internally as well as to boost the HANSHEP brand and positioning externally
- Lead on the development of quarterly HANSHEP members' newsletter consolidating policy development and lessons learned from HANSHEP member affiliated programmes and evidence emerging from other non-HANSHEP projects and platforms
- Lead on the development of external facing knowledge products at regular intervals which may include a policy briefs, case studies, blogs, leadership interviews bringing together discussions and evidence that emerge from the various HANSHEP work streams

- Organise a bi-annual learning exchange involving expert stakeholders on prioritised policy areas

Finance and operations:

- Draft annotated Secretariat annual budgets with proposed member contribution for consideration by Chair and members
- Prepare finance reports with appropriate narrative accompaniment outlining the expenditure incurred
- Monitor expenditure trends and in consultation with members allocate any budget surplus to the development of HANSHEP workstreams
- Lead on all procurement on behalf of HANSHEP members
- Maintain a clear audit trail of financial commitments to HANSHEP projects and the Secretariat
- Manage all administration and communication related to the programme funding arrangement with the Crown Agents' Bank for quarterly fund disbursement of DFID supported HANSHEP projects
- Supervise all aspects of HANSHEP convening undertaken by other members of the HANSHEP Secretariat

PERSON SPECIFICATION

- Post-graduate degree in international health/ development. Understanding of health markets in developing countries is advantageous
- 7-10 years of experience of working in international development
- Experience of managing high level consortium/ networks to deliver results
- Proven skills in strategic planning, negotiation and problem solving
- Able to forge strong partnerships with a range of high-level stakeholders
- Strong track record of financial management and reporting
- Excellent communication skills with an ability to disseminate complex information in a simple manner to a range of stakeholders using a variety of channels
- A self-starter who can initiate and manage complex projects with minimal supervision