



Director of Projects

Appointment Brief | May 2019

Philip Nelson

Director

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Introduction from the Interim CEO

Thank you for your interest in becoming the new Director of Projects with the International Federation of Gynaecology & Obstetrics (FIGO).

Established in 1954, FIGO is a truly unique and global organisation representing 132 member societies, with over 130,000 gynaecologists and obstetricians, working to ensure the health of all women, everywhere.

As part of our vision, that women of the world achieve the highest possible standards of physical, mental, reproductive and sexual health and wellbeing throughout their lives, FIGO leads on global programme activities, with a particular focus on sub-Saharan Africa, Latin America and South East Asia. We also provide capacity strengthening, education and training for our member societies.

We advocate on a global stage, especially in relation to the Sustainable Development Goals (SDGs) pertaining to reproductive, maternal, new-born, child and adolescent health and non-communicable diseases (SDG3). We work to raise the status of women and enable their active participation in accessing their reproductive and sexual rights, including addressing FGM and gender based violence (SDG5).

Since 2006, FIGO's project department has implemented a wide range of projects. The most recent addition, the Safe Abortion Advocacy (SAA) Project has resulted in the need for a Director of Projects. This role will be responsible for taking the lead in project innovation, providing technical leadership on sexual and reproductive health and rights, overseeing the work of the project teams, high level relationship building and advocacy and ensuring the development and implementation of a comprehensive portfolio of projects.

To accomplish this, you will need a qualification in obstetrics and gynaecology and have extensive experience in the field of global health and delivering evidence based public health/sexual and reproductive health programmes. You will be adept at building relationships, networking, partnership building and relationship management at the highest level and you will have experience in successfully applying for grants.

As Director of Projects you will need effective interpersonal and influencing skills, be able to manage, motivate and inspire staff and demonstrate an ability to organise and manage your own responsibilities and that of the wider team. You will also be required to travel internationally on a regular basis.

If you are potentially interested in submitting an application or would welcome a confidential and discrete conversation, please contact our advising consultant Philip Nelson, Director at Harris Hill on 020 7820 7314 or via email at philip.nelson@harrishill.co.uk.

Hamid Rushwan
Interim CEO

ABOUT US

FIGO is the only global organisation that brings together professional societies of obstetricians and gynaecologists from across the world.



We encourage all efforts for raising the status of women and for advancing their role in all issues related to women's health. We promote sexual and reproductive health, rights and services through education, research, advocacy and the provision of accessible reproductive health services. We continually seek to upgrade the practice of gynaecology and obstetrics through research, education and training.

FIGO is committed to accelerating our efforts and activities in respect of the United Nations' Sustainable Development Goals (SDGs). We work to ensure and enable member associations to play a pivotal role in the development and implementation of sustainable programmes aimed at the improvement of care available to women and newborns; and we work to improve communication with and between member associations and build the capacities of those from low-resource countries.

Collaborative efforts for advancing women's health and rights are extremely important to achieving our aims. We partner with other international professional organisations, UN agencies, and the public/private sector.

FIGO is also in official relations with the World Health Organisation (WHO) and has a consultative status with the United Nations (UN). We value these relationships and are always looking to strengthen and build on this network.

FIGO PROJECTS

Since 2006, FIGO's project department has implemented a wide range of initiatives, often working with member associations (national societies of obstetrics and gynaecology) on areas such as: postpartum haemorrhage, pre/eclampsia, capacity building and training, safe motherhood and newborn health, adolescent sexual and reproductive health, advocacy, contraception service delivery, and fistula surgeon training.

The Safe Abortion Advocacy (SAA) Project is a recent addition with a newly hired team of eight HQ staff responsible for the implementation of a three year, multi-country capacity building project.

The goal of the project is for FIGO to strengthen the capacity of ten of its member associations (MAs) to become key actors in safe abortion advocacy and national leaders in Sexual and Reproductive Health and Rights for women.

The specific objectives to reach the goal are to:

- Strengthen management and organisational capacity of the National Societies
- Establish or strengthen a coordinated network with likeminded stakeholders and health system partners to advocate for safe abortion and improved access to Comprehensive Abortion Care
- Create increased acceptance of safe abortion among health workers, policy makers and the general population
- Ensure communication and sensitisation about the national legal frameworks and guidelines on safe abortion
- Advocate for better generation and use of evidence on abortion in the country

Eight of the countries included are in Africa (Benin, Cameroon, Ivory Coast, Mali, Kenya, Mozambique, Uganda and Zambia) and two are in Latin American (Panama, Peru). FIGO will also contribute to international advocacy efforts and collaboration.

The PPIUD Project is responsible for the implementation of a six-country initiative for the provision and institutionalisation of Post-partum IUD (PPIUD) services to promote birth spacing and address the unmet contraceptive need.

The initiative seeks to increase the capacity of health care professionals to offer PPIUDs; training community midwives, health workers, doctors and delivery unit staff and institutionalising the practice of counselling for the use of PPIUD during the antenatal period

The Fistula Training Initiative is an ambitious multi-year programme which trains more fistula surgeons and multidisciplinary teams to provide life-transforming care to significantly greater numbers of women suffering from this debilitating condition.

FUNDING

We are fortunate to receive large grants to fund specific multi-year projects to improve maternal and newborn health services. We work with member associations to deliver improved health intervention and to build capacity and capability in a particular region or nation. We seek to evidence and demonstrate positive outcomes to help us secure additional grant funding to expand a project's activities to other countries or to reach greater numbers of women and healthcare professionals.

FINANCIAL STRENGTH

The principal funding sources of the charity are the contributions from member associations and grants which in the last financial year for which figures are available, 2017, totalled £452,332 and £2,218,062 respectively.

The charity also benefits from a healthy reserves position, that are freely available for expending on charitable purposes, which at the end of 2017 equated to £2,862,799.



FUTURE PLANS

FIGO will continue with its charitable activities for the promotion of the health and well-being of women and their children. We will actively seek to continue to build the capacity of our member associations to help strengthen their voice nationally and be better placed to disseminate knowledge and expertise from our committees and working groups.

We will seek to raise even more funds to upscale our efforts to enhance our charitable work in-country and will expand our activities within education, training and capacity building and reproductive medicine. We will strive to work in closer collaboration with our partner organisations and work together on common projects. This will involve continuing to expand our working relationship with the World Health Organisation and the United Nations.

ROLE PROFILE

Title:	Director of Projects
Salary:	Competitive. FIGO is interested in a range of potential backgrounds and will make a salary offer that is competitive and commensurate with the specific background of the individual.
Reports to:	Chief Executive
Direct reports:	Senior Project Manager – Safe Abortion Advocacy Project Senior Project Manager - Fistula Training Initiative Project Director – PPIUD Initiative Project Coordinator - PNCD Committee
Contract:	Fixed term appointment, 3 years
Normal hours of work:	37.5 hours per week
Holiday entitlement:	25 days paid annual leave in addition to public and bank holidays.
Pension:	Auto-enrolment into FIGO's pension scheme.
Location:	FIGO House, Waterloo Court, 10 Theed Street, London.
Purpose:	

Our new Director of Projects will be responsible for:

- Formulating and implementing global projects and our technical/clinical-medical strategy
- Providing leadership to our Safe Abortion Advocacy project and ensuring its successful implementation
- Supporting and guiding the work of other current and future FIGO projects
- Financial oversight of all Project Budgets

RESPONSIBILITIES

Leadership, logistics and implementation

- Overall responsibility for the SAA Project
- Drive forward the project and provide innovative solutions to complex and varied scenarios
- Ensure logistical and management decisions taken which result in objectives being met in time allocated
- Provide leadership and direction to HQ and in-country teams
- Plan and facilitate regional learning and reflection meetings
- Lead efforts to secure future grants for continuing/expanding the project

Advocacy and partnership

- Foster and cultivate relationship with the donor
- Support member associations advocacy efforts with respective governments and Ministries of Health
- Create strong relationships with member associations to ensure the effective implementation of the project Support the countries in partnerships with other organisations working in SA at a country level including nurse-midwifery groups
- Build stronger partnerships with global organisations working on global agendas in abortion and SRHR
- Represent FIGO and the project at district, provincial, national and/or international meetings
- Liaise with other related FIGO committees and working groups

Clinical leadership and capacity building

- Provide technical guidance to member associations
- Engage in or support relevant capacity building activities with member associations as described in Country Action Plans
- Undertake regular monitoring and evaluation visits to participating countries, providing clinical mentoring, capacity building and constructive feedback with full written reports.
- Undertake visits as needed in case of serious project delivery issues or important national opportunity for progress
- Deliver high quality presentations and sessions at country and regional congresses
- Oversee and input development of materials, project training manuals, programs, tools, etc.

Reporting and dissemination

- Oversee full reporting schedule including assisting HQ staff to review country financial and narrative reports
- With the HQ team, prepare reports (financial and narrative) to donor, FIGO officials and governing bodies
- With support from the HQ team, write scientific publications and presentations for scientific conferences
- Oversee reports and presentations to the steering committee, the SA Committee, FIGO Trustees and FIGO Staff.
- Represent FIGO and the initiative at district, provincial, national and/or international meetings as required

Monitoring, evaluation and research

- Oversee and support comprehensive routine data gathering and analysis for both reporting and monitoring purposes, in all countries and HQ in collaboration with the FIGO project team, country teams and consultancy group, ensuring relevant learning and adaptations are made to achieve project goals
- Coordinate research work related to the project including advice to member associations on conducting research activities
- Identify opportunities for the project to support the generation and use of data on abortion/unsafe abortion for international and national advocacy efforts
- Work on the dissemination of important research findings in both scientific and policy forums at a global level

Programme development/strategic planning

- Oversee all projects in the department, ensuring cohesion with FIGO vision and delivery of high quality, high impact projects
- With CEO, SMT and Trustees, lead development and implementation of strategic plan for FIGOs projects department
- Establish supportive policy and frameworks for projects to use (e.g on financial management of projects, systematic application of projects and M&E tools, standardisation of proposal development process, etc)
- Identify opportunities for growth and support fundraising activities
- Facilitate capability-building of department; facilitate team development

Line management

- Agree roles, responsibilities and objectives of Projects Team staff
- Line manage approx. 4-5 staff including a Director and Senior Project Managers and ensure appropriate appraisal and continuing professional development
- Support other line managers in the projects department to undertake their duties in this respect

Representation

- Participate in Senior Management Team meetings and represent the project teams
- Represent projects internally (FIGO Trustees, Executive Board) and externally (WHO and partners)

You will be able to travel to / attend meetings and events and represent FIGO at external meetings and events if required.

The above list of responsibilities does not define or limit the work that you are employed to do and you may be required to do any work within your capability which FIGO requires of you from time to time.

PERSON SPECIFICATION

Our expectations are high. As our new Director of Projects you will bring to FIGO the vision, experience and required energy to ensure the successful implementation and delivery of our projects.

KNOWLEDGE AND EXPERTISE

Essential

- Significant and extensive international development sector experience in the field of global health
- Excellent track record of financial management skills including budget management and planning
- Experience in building relationships with a wide range of stakeholders
- Experience in delivering evidence based public health / sexual and reproductive health programmes
- Experience in networking, partnership building and relationship management at a senior level
- Experience of living / working in low-middle income countries
- Experience in research, applying for grants, conducting research and research publications
- Significant experience in managing grants
- Demonstrable skills and experience in monitoring and evaluation of development projects
- Proven hands-on experience of project planning and implementation and managing teams to achieve programme goals
- Experience working with National and Provincial Departments of Health and other Governmental bodies
- In depth understanding of and commitment to the application of human rights principles within international health systems
- Ability to produce proposals which will result in donor / project funding

ATTRIBUTES

Essential

- Effective interpersonal and influencing skills, including the ability to work effectively with people of different backgrounds in an evolving policy environment, to build relationships, network, communicate and inspire internal and external audiences and represent FIGO at a senior level
- Excellent leadership skills: ability to manage, mentor, motivate and inspire staff and colleagues
- An effective team player, dynamic, enthusiastic and proactive, strong initiative and self-motivation
- Flexible and creative problem solving, the ability to organise and manage own priorities effectively and work to tight deadlines
- Ability to communicate effectively, fluent in English (written and verbal)

Desirable

- Fluency in French or Spanish

QUALIFICATIONS

Essential

- Qualification in Obstetrics & Gynaecology (Ob/Gyn)
- Relevant postgraduate qualification (international development, social sciences, public health, statistics etc.) or equivalent and relevant work experience

Desirable

- Experience in Public Health / Women's Health experience

Our new Director of Projects must also be able and willing to travel internationally on a regular basis and on occasion, with short notice. They will also be expected to undertake other duties as may be reasonably required.

FIGO is committed to equality and diversity and encourages applications from all sections of the community. The job holder will need to provide evidence of their ability to work in the UK.

HOW TO APPLY

If you would like to apply for this position, please forward:

- An up to date CV outlining your employment history, academic and professional qualifications, and contact details.
- A Supporting Statement (no more than 2 x A4 pages)
 - Demonstrating how you met the criteria outlined in the Person Specification
 - Outlining why you are interested in working for FIGO.
- A completed application form.

Please submit your completed application to philip.nelson@harrishill.co.uk.

Please let us know if you will require any special provision should you be called for interview.

TIMETABLE

Activity	Date
Final panel interviews with FIGO	Wednesday 29 May

QUERIES

If you wish to have an informal discussion about the opportunity, have any queries on any aspect of the appointment process, or need additional information please contact our retained advisor **Philip Nelson** at Harris Hill on **020 7820 7314** or philip.nelson@harrishill.co.uk.

