

Job Description

Position	Senior Program Manager - Public Health and Nutrition Program	Grade	
Department & Location	Public Health and Nutrition Program Vientiane Capital	Date	September 2024
Reports to (position):	Deputy Country Director – Programmes (DCD-P)		
Purpose: How does this post support Plan’s strategy and mission?	<p>Working in over 50 developing countries globally, Plan strives for a just world that advances children’s rights and equality for girls. We engage people and partners to:</p> <ul style="list-style-type: none"> • Empower children, young people and communities to make vital changes that tackle the root causes of discrimination against girls, exclusion and vulnerability. • Drive change in practice and policy at local, national and global levels through our reach, experience and knowledge of the realities children face. • Work with children and communities to prepare for and respond to crises and to overcome adversity. • Support the safe and successful progression of children into adulthood. <p>Plan has been working in Laos since 2007, and is delivering programs in Bokeo, Oudomxay and Saravane Provinces. We support children to access their rights through our programming in Public Health (including water and sanitation), Education, and Gender Equality and Protection and adolescent sexual and Reproductive Health. Our work includes community based action, partner strengthening, and policy advocacy. Disaster risk reduction is integrated in all the work we do, and Plan is committed to providing disaster response support in case of humanitarian disaster.</p> <p>The Senior Program Manager of Public Health and Nutrition Program provides leadership oversight and management of the Public Health and Nutrition Program (PHNP) as outlined in the Plan Laos Country Strategy FY2020 – FY2027. The PHNP directly contributes to the achievement of the following two objectives:</p> <ul style="list-style-type: none"> • Increased access to sanitation and health services for improved nutrition status of women, girls and boys in targeted marginalized communities. • Continued support for actions to promote gender equality within the Rural WASH and RMNCH Strategies. <p>Plan seeks to achieve these objectives in partnership with the Provincial Health Department (PHD) and the Department of Hygiene and Health Promotion (DHHP) at the Ministry of Health (MOH). Plan works with interns, village health volunteers, local authorities, district health offices (DHO), PHD and other government and non-government actors such as local CSO and INGOs working in Lao PDR.</p> <p>In the PHNP, Plan Laos has developed evidence-based and integrated models focussing on WASH and MNCH-N interventions for a better impact that can be achieved through establishing better synergy between MCH and WASH programming, especially on Nutritional issues affecting children. For example, the</p>		

	<p>First 1000 days of a child's life (from conception to 2 years of age) is the period that has been proven to lay the foundation for a healthy and productive life. Nutrition, sanitation, hygiene, early stimulation and critical health care interventions are considered the basis for optimum health and development during this period. This evidence is the primary basis for the integration. The programme models in the PHNP provide a strong framework for ensuring that children, especially girls are able to thrive and reach their full potential.</p> <p>The Senior Program Manager of Public Health and Nutrition Program is primarily responsible for managing projects and staff in PHNP</p>
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Dimensions of Role:

- Provide management oversight for the Public Health and Nutrition Program and projects
- Manage the relationship with national level government counterparts, and supervises and subnational government counterparts through supporting Provincial Health Managers in their relationships with Provincial and District government partners
- Manage the PHN program, in line with current global best practice, Plan's policies and standards on gender equality, safeguarding children and young people and all participants
- Line manage the National Technical Specialist, National Public Health Program Assistant, Provincial Public Health Managers in target provinces, a district coordinator and SUN CSA manager.
- Responsible for financial and project cycle management of the PHN program grants in line with the grants management guidelines.
- Develop and manage relationships with the government counterparts and NPA partners, supervises and supports Provincial Managers in their relationships with Provincial government partners and coordinate the program implementation with relevant stakeholders
- Support project implementation through civil society partners (CSO's NPA's) and meet regularly to monitor progress and resolve issues.
- Support the Deputy Country Director Programmes and resource mobilization specialist to develop proposals for program funding where necessary in coordination with National Technical Specialist, HR and finance staff
- Represent Plan in meetings, seminars, workshops, and in other forums

Typical Responsibilities - Key End Results of Position:

1. Program Management

- Lead and manage the Plan Laos PHN Program, in line with the Country Strategy and the relevant national policies and strategies.
- Oversee the implementation and monitoring of PHN Program activities in 2 provinces
- Meeting with Plan International National Office (donors) representatives regularly
- Support Provincial Public Health Managers to ensure that the activities are implemented on time, according to approved plans and in compliance with the respective grants' conditions and requirements.
- With support from Provincial Public Health Managers, develop annual plans in line with the program strategy which includes annual budgets and work plans for the two Program Units, Saravan and Oudomxay
- Review and approve monthly workplans with Provincial Public Health Managers and ensure they are in line with annual work plans and project and programme priorities

- Schedule and take part in inspection and monitoring visits for construction activities
- Work with the Program Unit focal point to ensure that the Provincial Public Health Managers effectively coordinate the Public Health program activities with the Provincial Government counterparts and other programs in the province
- Ensure effective and efficient utilization of the resources allocated and make sure expenditure is based on Plan's policies, procedures and donor contracts
- Provide oversight and support to the National/Provincial Technical Specialists to plan and report on monitoring activities on a regular and consistent basis and to work with Provincial Managers to use the findings to inform subsequent activity plans
- Work with relevant team members (Project Managers, Grants Support, DCD-Programs, Technical Specialists, MERL team) to plan and manage the program and/or baseline study, mid-term review, end term evaluations, including end line data collection and research, and address findings and recommendations with the support of National Technical Specialist and Grants Support team members
- With the Monitoring Evaluation and Learning (MERL) unit, compile and send the bi- and annual reports to relevant ministries (MOES, MoH and MoHA, MoFA and others) regarding the PNH program if and when needed
- Work with the Program Unit Focal Point and the Provincial Public Health Managers to ensure the PHN Program has the up-to-date MoUs signed, maintained or amended with the government counterparts
- Lead monthly, quarterly and annual meetings with NPAs as required

2. Technical Support

- Ensure gender equality, inclusion and safeguarding of children and young people are fully mainstreamed in the program and ensure that the Public Health Program is aligned with the Plan Standards by supporting the Gender Equality, Inclusion and Safeguarding (GEIS) unit and PHNP National Technical Specialist.
- Ensure the monitoring and evaluation frameworks for both programmes are robust, effectively implemented, and then used for ongoing programme quality improvement by MERL team support.
- Identify capacity development needs of staff at all levels with the support of the National Technical Specialist, and mobilize technical support for capacity building from within and/or outside of the organization
- Maintain a regional and global network, and be aware of current best practice, and ensure this is incorporated in Plan Laos' public health programmes.
- Coordinate PNH program with other Plan Laos program areas (Education, Adolescence and Youth Economic Empowerment)
- Represent Plan Laos in national forums on Nutrition, WASH and MNCHN, and delegate such participation to other appropriate staff in the team
- Identify potential partnership opportunities with local NPAs in the respective provinces. Manage partnership and sub-grants to selected NPAs.
- Participation of National Government Counterparts (WASH, MCH and other relevant sections) in provincial level annual review meetings

3. Human Resource Management

- Direct line management, performance planning and appraisal of SUN CSA Project Manager, National Technical Specialist, Provincial Technical Specialist, National Public Health Program Assistant, Provincial Public Health Managers in Oudomxay & Saravan.

4. Finance and Resources Management

- Organize a start-up workshop for new Public Health grants to ensure clear, common understanding among the relevant program staff, in coordination with the Grant Finance unit, Procurement and Business Development Unit (BDU).
- Handle required cash advances according to Plan’s finance policies as well as expenditure reports to clear advances
- Review annual project budgets in consultation with the Provincial Public Health Managers, finance & admin unit and external partners and submit to DCDP for approval
- Delegate and guide Provincial Managers to budget and manage funding in line with the project plan and Plan’s policies.
- Support the National Public Health Program Assistant to review monthly cash forecasts prepared by Provincial Programme Managers and approve provincial and national forecasts
- Review annual procurement plans for the PHN program
- Review and finalize quarterly, interim, annual and final grants financial with Grants relevant teams and submit to the donors
- Review and monitor project expenses
- Analyse monthly, quarterly and annual financial reports, communicate analysis and actions to provincial managers and ensure actions are implemented in the field
- Act as budget holder for PHN Program grants, unless delegated otherwise
- Ensure compliance with Plan’s assets and other relevant policies, which includes ensuring that the assets are properly inventoried and reported to donors if required

Dealing with Problems:

- Able to negotiate effectively with national government counterparts in favor of Plan’s principles and goals
- Dealing with all management issues in regards to the Provincial Public Health Managers, District coordinator and National Technical Specialist who are directly line managed, including providing guidance in the management of the coordinators
- Able to identify areas of weakness/ in need of improvement in program quality and work with Provincial Program Managers and National Technical Specialist- Public Health to provide workable solutions
- As member of the ECMT team, participate in Plan Laos policy discussions and relevant leadership responsibilities of ECMT members
- Know when and what to refer to the DCD-P for assistance.

Communications and Working Relationships:

- This position is line managed by the DCD-P who is responsible for managing the work plan, program planning and implementation, as well as performance of the incumbent.

Other Internal contacts:

Position	Reasons for contact	Level (H/M/L)
DCD-P	<ul style="list-style-type: none"> • Line management 	H

National Technical Specialist Public Health	<ul style="list-style-type: none"> Ensure operational support is provided for the provincial Public Health projects 	H
Provincial Public Health Managers	<ul style="list-style-type: none"> Ensure operational support is provided for the provincial Public Health projects 	H
District coordinator in Oudomxay province	<ul style="list-style-type: none"> Ensure operational support is provided for the provincial Public Health projects 	H
PU Focus point	<ul style="list-style-type: none"> Coordination of MoUs, work plans and scheduling of major program events/ activities, requests for vehicle use etc. Ensure operational support is provided for the provincial Public Health program 	L
Grant Finance Manager and team	<ul style="list-style-type: none"> Manage project funding Reviewing of grants progress reports to ensure quality of reports Develop and operationalize monitoring, evaluation and reporting systems and capacity Getting support for sub-grant management to NPA Ensure grants compliance and management. Coordination on grant reports and communications with donors and NOs 	H
Gender Equality, Inclusion and Safeguarding (GEIS) Unit	<ul style="list-style-type: none"> Ensure gender equality, inclusion and safeguarding children and young people are fully mainstreamed in the program ensure that the Public Health Program is aligned with Plan Standards 	H
Business Development Unit (BDU)	<ul style="list-style-type: none"> Ensure grants compliance and management. Coordination on grant reports and communications with donors and NOs 	H
People & Culture Unit	<ul style="list-style-type: none"> Advice and support on recruitment, performance management and other P&C/HR issues in the team. 	M

External contacts:

Position	Reasons for contact	Level (H/M/L)
Ministry of Health – National (DHHP), Nam Saat, Nutrition centre and MCHC and Provincial, District counterparts	<ul style="list-style-type: none"> Coordination of MoU, overall relationship, program strategy and implementation issues etc. National level initiatives and advocacy 	H

Plan NOs	<ul style="list-style-type: none"> • Coordination on reporting and monitoring from NO office, in cooperation with Grant Finance and BDU 	H
Major Multi-lateral partners (WHO, UNICEF, NPAs etc.)	<ul style="list-style-type: none"> • Networking, learning best practice, identifying funding and partnership opportunities, especially for advocacy, policy and research 	M
Working group: WASH, Health, Nutrition, SUN CSA	<ul style="list-style-type: none"> • Participate in meeting, learning from best practices and networking, joint programming and advocacy 	M

Knowledge, Skills, Behaviors, and Experience

Selection criteria

Qualifications:

- Graduate degree in a related field (Medicine, Public Health, Midwifery, Social Work, Gender and Development)

Essential Experience

- At least 5 years WASH, MNCHN and/or Sexual and Reproductive Health program management experience in Lao PDR, including demonstrated experience and skills in community- based hygiene promotion approaches, e.g. CLTS
- At least 5 years' experience in community development
- Minimum of 5 years of project management, including financial management of projects
- Experience in drafting of quality reports in English to project donors
- Experience in coordinating project activities against the project plan with partners and teams
- Monitoring and analyzing project data and reporting on change
- Demonstrated knowledge of the maternal and child health issues and service delivery faced by women and girls in remote districts in Laos
- Demonstrated excellent project budget management and reporting
- Experience in Results Based Management, Participatory Rural Appraisals and similar methodologies

Skills

- Demonstrated skills mainstreaming gender and diversity in health programs
- Ability to lead a team in a frequently changing environment
- Excellent representation, negotiation and liaison skills, and capacity to communicate in a cross cultural context
- High level English language (report) writing, conversational and comprehension skills
- High level analytical skills

Behaviours

- Willing to try new ways of working and explore new models, when confronted with challenges
- Willing to work in a large team and travel frequently to remote and isolated districts and villages
- Demonstrated commitment to gender equity, social inclusion and participatory approaches
- Diplomacy and a long term, forward- thinking approach to working with government partners

- Leads from the front technically and sets positive examples for the team

Physical Environment and Demands:

Regular travel to remote villages including overnight stays

Level of Contact with Children:

Mid contact: Occasional interaction with children

Expectation of your Child Protection/ ຄວາມຄາດຫວັງຂອງອົງການ ກ່ຽວກັບການປົກປ້ອງເດັກ

- Read, understand and comply with the Child Protection policy and Local Procedure/ອ່ານ, ເຂົ້າໃຈ ແລະ ປະຕິບັດຕາມນະໂຍບາຍການປົກປ້ອງເດັກ ແລະ ແລະ ຂັ້ນຕອນການປົກປ້ອງເດັກພາຍໃນລະບຽບການ ທ້ອງຖິ່ນ .
- Seek any clarifications you may have related to the policy/ສອບຖາມຕື່ມ ເພື່ອໃຫ້ຕົນເອງເຂົ້າໃຈ ແຈ້ງກ່ຽວກັບນະໂຍບາຍ
- We take responsibility to ‘do no harm’ very seriously. ພວກເຮົາ ຈະເຮັດຕາມໜ້າທີ່ຮັບຜິດຊອບຢ່າງ ເຄັ່ງຄັດ ໃນການ ‘ບໍ່ສ້າງຄວາມອັນຕະລາຍ’
- Our people are expected to take a proactive role in safeguarding, in understanding their roles and responsibilities to mane safeguarding happen, in preventing harm to children and young pople and responding to alleged cases of abuse and exploitation. ພະນັກງານທຸກ ຄົນ ຖືກຄາດຫວັງໃຫ້ປະຕິບັດໜ້າທີ່ ຢ່າງຫ້າວຫັນໃນການປ້ອງກັນ, ເຂົ້າໃຈພາລະບົບບາດ ແລະ ໜ້າທີ່ຮັບຜິດຊອບ ໃນ ການສ້າງການປ້ອງກັນໃຫ້ເກີດຂຶ້ນ ເພື່ອການປ້ອງກັນອັນຕະລາຍຕໍ່ ເດັກນ້ອຍ ແລະ ຊາວໜຸ່ມ ແລະ ໃນການຕອບໂຕ້ ຕໍ່ ກໍລະນີການຖືກລ່ວງລະເມີດ ແລະ ການກົດຂີ່ຊຸດຮິດ.
- Report any Child Protection Issues to Plan immediately (within 24 hrs). – Reporting must be done to a manager/Country Child protection Focal Point/ຕ້ອງລາຍງານທຸກໆບັນຫາກ່ຽວກັບ ການປົກປ້ອງເດັກ ຕ້ອງລາຍງານໃຫ້ຫົວໜ້າສາຍງານ ຫລື ຜູ້ຮັບຜິດຊອບວຽກປົກປ້ອງເດັກ .(ຊົ່ວໂມງ 24 ພາຍໃນ) ຂອງອົງການ

Expectation of Gender Equality/ຄວາມຄາດຫວັງຂອງອົງການກ່ຽວກັບຄວາມສະເໝີພາບດ້ານບົດບາດຍິງຊາຍ

- Contribute to an organizational culture that promotes gender equality/ ປະກອບສ່ວນເຂົ້າໃນ ການເຜີຍແຜ່ຄວາມສະເໝີພາບດ້ານບົດບາດຍິງຊາຍຂອງອົງການ
- Demonstrates positive attitudes towards gender equality at all time both in their professional and private lives/ສະແດງໃຫ້ເຫັນທັດສະນະດ້ານບວກກ່ຽວກັບຄວາມສະເໝີພາບດ້ານບົດບາດຍິງ ຊາຍ ທັງໃນເວລາເຮັດວຽກ ແລະ ໃນຊີວິດປະຈຳວັນ
- Avoid gender stereotypes and sexist language in the workplace, and never engages in any form of gender – based violence/ຫລີກລ້ຽງກ່ຽວກັບການນຳໄຊ້ ຄຳສັບ ສຽດສີທາງເພດ ແບບບໍ່ເໝາະ ສົມໃນສະຖານທີ່ເຮັດວຽກ ແລະ ບໍ່ໃຫ້ກ່ຽວຂ້ອງກັບທຸກຮູບແບບຕໍ່ຄວາມຮຸນແຮງດ້ານບົດບາດຍິງຊາ
- .Read and understand and comply with the “Gender Equality and Inclusion Policy”, and “Gender Transformative Programming and Influencing”. ອ່ານ, ເຂົ້າໃຈ ແລະ ປະຕິບັດຕາມ “ນະໂຍບາຍ ຄວາມເທົ່າທຽມທາງເພດ ແລະ ການມີສ່ວນຮ່ວມ”, ແລະ ແຜນງານການປ່ຽນແປງເພື່ອຄວາມ ສະເໝີພາບທາງເພດ ແລະ ການໂນມນ້າວ” ພ້ອມທັງປະຕິບັດຕາມນະໂຍບາຍດັ່ງກ່າວເຂົ້າທຸກໆວຽກງານຂອງອົງກອນ.

- Contribute to an organizational culture that promotes gender equality/ ປະກອບສ່ວນເຂົ້າໃນ ການສ້າງວັດທະນະທຳ ທີ່ສົ່ງເສີມຄວາມສະເໝີພາບທາງເພດຂອງອົງການ.
- Demonstrates positive attitudes towards gender equality at all time both in their professional and private lives/ສະແດງທັດສະນະດ້ານບວກ ກ່ຽວກັບຄວາມສະເໝີພາບທາງເພດ ທັງໃນເວລາເຮັດວຽກ ແລະ ໃນຊີວິດປະຈຳວັນ

PLAN INTERNATIONAL'S VALUES IN PRACTICE

We are open and accountable

- Promotes a culture of openness and transparency, including with sponsors and donors.
- Holds self and others accountable to achieve the highest standards of integrity.
- Consistent and fair in the treatment of people.
- Open about mistakes and keen to learn from them.
- Accountable for ensuring we are a safe organisation for all children, girls & young people

We strive for lasting impact

- Articulates a clear purpose for staff and sets high expectations.
- Creates a climate of continuous improvement, open to challenge and new ideas.
- Focuses resources to drive change and maximise long-term impact, responsive to changed priorities or crises.
- Evidence-based and evaluates effectiveness.

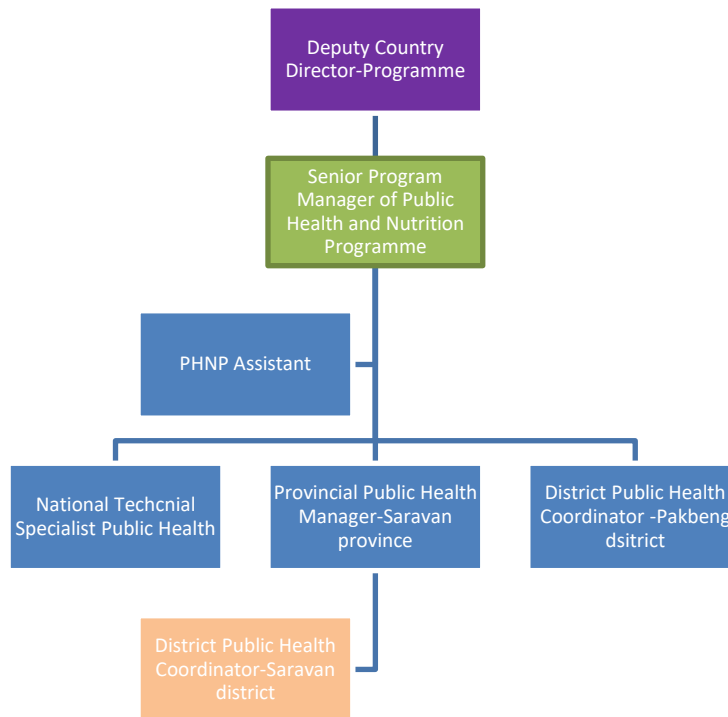
We work well together

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
- Builds constructive relationships across Plan International to support our shared goals.
- Develops trusting and 'win-win' relationships with funders, partners and communities.
- Engages and works well with others outside the organization to build a better world for girls and all children.

We are inclusive and empowering

- We empower our staff to give their best and develop their potential
- We respect all people, appreciate differences and challenge equality in our programs and our workplace
- We support children, girls and young people to increase their confidence and to change their own lives.

Organisational Chart



The organizational chart may change according to project funding