



Programme Manager

Candidate Brief

Dear candidate

Thank you for your interest in becoming our next Programme Manager at Pepal. The role, based in Uganda, offers a unique opportunity to an outstanding candidate who wants to use their talents and entrepreneurial spirit to make a difference. Pepal is a small but dynamic organisation with big ambitions. We are a charity and social enterprise that creates collaborations between global corporations, NGOs and government. We develop leaders to drive change and shape the future. If you are looking for a new challenge, we look forward to hearing from you.



Julie Saunders
Chair and Founder



Sarah Galvin
Programme Director

Pepal's vision is a world in which inspired leaders from business, NGOs, and government work together to solve big social issues.

Pepal's mission is developing leaders to drive social change.



Pepal is a unique organisation which brings together global corporations, NGOs and governments to develop leaders and find practical solutions to challenging social issues.

Pepal connects global corporations, leading NGOs and governments, developing leaders who can drive social change. Today, we design and deliver leadership programmes and support social impact projects in Uganda, Tanzania and India. Our projects have reached millions of people and we have worked with thousands of leaders.

In Uganda, 'Caring Together' is a collaboration with Janssen Pharmaceutical Companies of Johnson & Johnson and a leading Ugandan NGO, Baylor-Uganda which aims to improve health service delivery by strengthening leadership skills. Between 2015 and 2018, Caring Together was rolled out in 270 health facilities serving 4.4m people, leading to a 43% reduction in client waiting time and a 27% reduction in staff lateness. Today, we are implementing a project to improve adolescent sexual and reproductive health.

In Tanzania and India, we are working with the pharmaceutical company F. Hoffmann-La Roche AG (Roche) and our NGO partners to save lives by improving access to cervical cancer prevention services. In Kagera Region, Tanzania, where we have been working for five years (population 2.4 million), the number of cervical cancer screenings conducted has increased by over 500%.

In 2021, Pepal successfully launched virtual executive leadership programmes bringing together international corporate leaders and our government and NGO partners in India, Uganda and Tanzania.

Pepal programmes have a profound impact on the leadership competencies of our corporate, NGO and government participants.

We are in an exciting period of growth. We have ambitions to achieve greater impact and long term change.

WHAT IS NJIA and iNJIA?

Leadership Development and Cervical Cancer Prevention

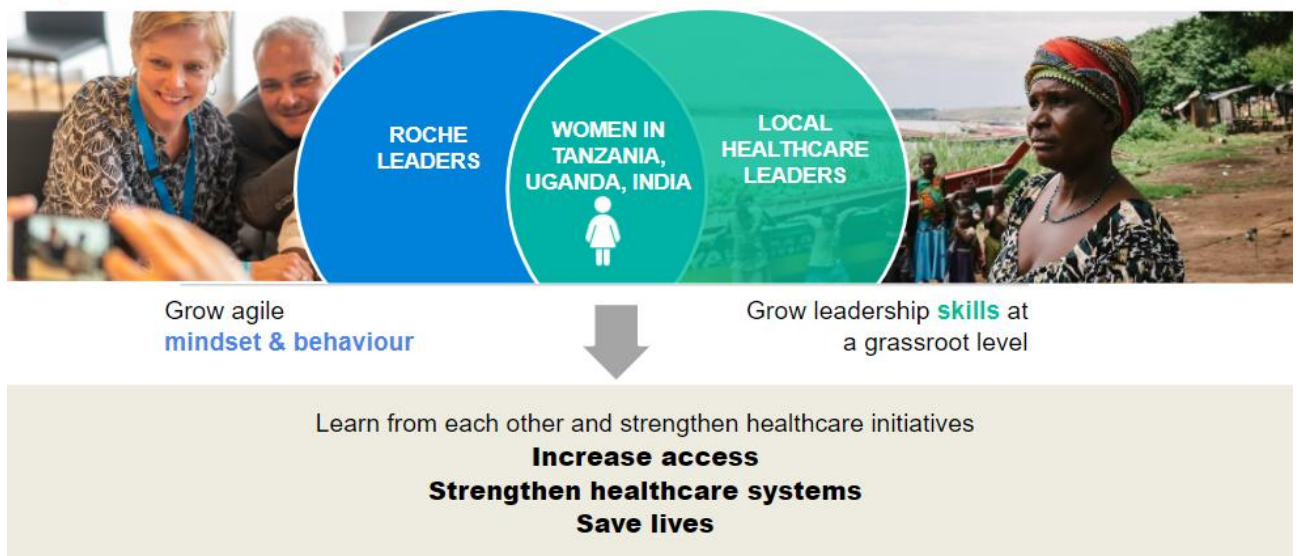
The NJIA and iNJIA programmes combine leadership development with social impact, within the context of cervical cancer prevention services in Kagera region in the north-west of Tanzania and Uttar Pradesh state in northern India.

NJIA is a collaboration between the pharmaceutical company F. Hoffmann-La Roche AG (Roche), Pepal, the Indian and Tanzanian governments and leading NGOs. NJIA launched in Tanzania in 2015 and, due to its success, in India in 2019.

Participants from Roche travel to join healthcare professionals and NGO participants to develop their leadership skills and create low-cost innovations which improve access to cervical cancer services. In January 2021, the first iNJIA virtual programme took place and iNJIA now provides a powerful platform for future growth.

NJIA
'path' in Kiswahili

iNJIA
Going where leadership is
needed the most



Cervical cancer is 93% preventable and primarily affects women in their childbearing years leading to significant losses for communities. It is the leading cause of cancer related mortality among women aged 15 - 49 in Tanzania. India has a very high burden; one woman dies of Cervical Cancer every 6 minutes. Low-cost screening and treatment can be delivered by primary health care facilities, saving lives.

NJIA is showing significant impact; districts with NJIA leaders in Kagera, Tanzania increased cervical cancer screening by an average of 519% between 2016 and 2019.

Programme Manager Responsibilities

As Programme Manager, you will report to the Programme Director and be a member of the Pepal Senior Management Team. You will be responsible for Pepal's contribution to the NJIA and iNJIA leadership programmes and social impact projects, working closely with the NJIA Programme Team within Pepal and at Roche. You will support the growth and development of Pepal Tanzania (NGO). You will manage a small team, deliver excellence, and build and maintain relationships with Pepal's corporate client, NGO, government partners and donor agencies in Tanzania and India.

Pepal: Strategy, Vision & Governance

- Contribute to the growth and strategic direction of Pepal and our NGO partners.
- Deputise for the Programme Director.
- Represent Pepal at senior level stakeholder meetings.

Provide strategic leadership to NJIA and iNJIA

- Work closely with the NJIA Programme Team to help set the strategic direction of NJIA/iNJIA.
- Engage with local government and NGO partners in Tanzania, Uganda and India to advocate for leadership and innovation as a key pillar of Health Systems Strengthening.
- Design, in collaboration with the NJIA Programme Team, the NJIA and iNJIA programmes so as to achieve social impact and provide the desired learning environment.
- Proactively look for opportunities to expand NJIA and iNJIA to other countries, disease areas and/or partners.

Deliver the NJIA and iNJIA Programmes

- Develop, working closely with the NJIA Programme Team, detailed plans for each programme, including design, location selection, participant selection, and project focus.
- Ensure that systems and processes are in place, documented and followed, so that the team delivers consistently high quality work.
- Progress the social impact projects, managing partner and participant expectations, identifying strategic priorities and critical gaps, and developing funding proposals as appropriate.
- Ensure the safety and wellbeing of the programme participants.
- Develop budgets and plans, and monitor the finances of the NJIA and iNJIA programmes and projects.
- Effectively use programme tools, templates and reports to ensure high quality programmes and timely decision making.

Programme Manager Responsibilities

Evaluate, Learn and Communicate

- Ensure that programmes and projects are evaluated: lessons are captured, communicated and acted on.
- Generate evidence, stories and case studies.
- Communicate and present achievements and learnings from iNJIA and NJIA to key stakeholders.

People Management

- Manage a small team, including the Pepal Project Coordinator based in Tanzania, the Project Coordinator based in India, and the Project Officer based in Uganda.

- Support the personal development of your team so that they gain skills and confidence and can take on increased responsibilities.
- Promote a culture of innovation and continuous learning.

Partnerships Management

- Develop and maintain excellent relationships with Pepal's local and international partners.
- Act as a focal point between local and international stakeholders.
- Serve as the day-to-day Pepal focal point for the Roche NJIA and iNJIA faculty, creating a coherent stakeholder management strategy and ensuring alignment of NJIA projects and initiatives.



Person Specification



The Candidate

The ideal candidate is a strategic thinker with experience of delivering complex projects across cultures, they will love facilitating sessions and be committed to leadership development. They will be comfortable being hands-on to get things done, and flexible in their approach to achieve results in a fast-changing external environment.

Knowledge & Experience:

- Five or more years of experience working directly with government and NGO stakeholders (E), ideally in East Africa or India (D).
- Knowledge and experience of the international development, charity or public sector or (E) ideally with a focus on health (D).
- Programme management, including budget management (E).
- Knowledge and experience of evaluating social impact programmes and activities (E).
- Experience designing and delivering training programmes or facilitating workshops (D).
- Experience of working in a small, dynamic and geographically dispersed organisation (D).
- Experience of using and developing engaging virtual content and pushing the frontiers of remote collaboration (D).

Personal Qualities:

- Able to lead complex and challenging programmes and bring the team, and partners with you (E).
- Excellent at managing and building capacity in people and teams to achieve their potential and perform to a consistently high standard (E).
- Excellent communication and interpersonal skills, with an aptitude for building and sustaining good relationships with people at all levels and from all cultures (E).
- Intellectually rigorous with a strong academic background (E).
- A positive and entrepreneurial outlook, adept at creating and developing opportunities (E).
- A natural collaborator, partnership-builder, and problem solver, with passion for change (E).
- Resilience and creativity towards creating change in challenging contexts (E).
- A strong belief that leadership matters and can be a key driver of social change (E).
- Fluent written and spoken English (E)
- Deeply committed to Pepsal's purpose, values and ambitions (E)
- A desire to engage with large corporate partners (E).

Further details

- Start Date:** Early 2022 (flexible for the right candidate)
- Reporting To:** Programme Director
- Location:** Kampala, Uganda (with frequent travel to Tanzania and some travel to India). We may be open to other international locations for the right candidate.
- Salary:** £24,000 - £32,000 (depending on candidate experience)
- Working Hours:** Standard hours are 40 hours per week, which will include occasional weekends
- Benefits:** If you are relocating (eg from the UK) we will provide one flight home per year.
Comprehensive health insurance with an international provider
30 days leave per annum (inclusive of bank and public holidays)

How to Apply

For an informal conversation please contact Sarah Galvin, sarah.galvin@pepal.org

To apply for the Programme Manager position, please send a CV (no more than two pages) and a completed application form to: communications@pepal.org

Deadline for application: 12th September 2021

Safeguarding

Our selection process reflects our commitment to the protection of all those we work with from abuse and exploitation. Appointment is subject to adherence to our Safeguarding Policy. Background checks will be done before appointment.

“Pepal bridges the gap between two worlds; NGOs, who know how to access the hard to reach, change behaviours and improve lives, and global corporations, who bring business skills, commercial acumen and an ability to scale. We are a trusted and neutral partner creating a common language, catalysing innovation and effortlessly supporting project implementation.”

pepa