

MONTROSE (www.montroseint.com) is an international development project management and consultancy company providing support to clients operating in the developing world. Specialised in the sectors of health, education, rural livelihoods and private sector development, our clients include bilateral and multilateral development agencies, the private sector, Non-Governmental Organisations and other development stakeholders.

Background Information:

The Health Pooled Fund began its third phase (HPF3) in July 2018 and is supported to run until 2023 by the British Government's Department for International Development (DFID), the Government of Canada, the Swedish International Development and Cooperation Agency (SIDA) and United States Agency for International Development (USAID). A consortium led by Crown Agents is responsible for managing and implementing HPF

HPF3 merges two previous health programmes - Health Pooled Fund 2 (HPF2), which provides healthcare at health facility level, and the Integrated Community Case Management 2 (ICCM2) programme, which provides healthcare to children under-five within more remote communities. HPF3 supports delivery of community level, essential primary health care, secondary health care and referral health services, stabilisation of local health systems, and procurement and supply chain management of essential medical commodities.

HPF supports services in eight state hubs of South Sudan formerly known as: Eastern Equatoria, Central Equatoria, Western Equatoria, Northern Bahr el Ghazal, Western Bahr el Ghazal, Warrap, Unity and Lakes.

The programme impact will be an improved health and nutrition status for the population that saves lives and reduces morbidity (including maternal, infant and under-5 mortality), and has the following three principal outcomes:

- Improved health and nutrition services for the population, especially women and children;
- Improved community engagement and accountability of health services;
- Stabilisation of local health systems.

To attain these outcomes, the HPF3 team is responsible for:

- Effective programme management, including robust risk management;
- Ensuring continuity of and support to service delivery, with a focus on improving quality;
- Specialist technical assistance covering health service delivery, community engagement, nutrition, health planning, information and HRH.
- Procurement and supply chain management of essential medical commodities
- Management of the Implementing Partner fund
- Management of fiduciary risk associated with use of donor funds;

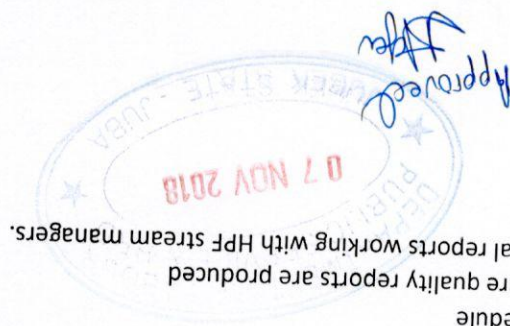
Position Summary:

The Communications Manager will be responsible for implementing the KMC Strategy and providing communications support to the HPF technical team. The KMC Manager will work closely with the Team Leader, Deputy Team leader and the rest of the HPF Team and will be responsible for supporting the maintenance of the HPF website and social media platforms and developing strategies that will capture and communicate developments in the project to government, development partners and other stakeholders.

Core Responsibilities:

Knowledge Management

- Update and implement the HPF KMC Strategy and plan
- Regularly train staff and implementing partners on communications skills and provide HPF templates for presentations, reports, documents, branding etc. to the technical team
- Produce monthly and quarterly reports to a schedule
- Work closely with HPF stream managers to ensure quality reports are produced
- Coordinate the production of the annual and final reports working with HPF stream managers.
- Maintain a schedule of reporting



- maintain an organised system of internal and external data and documentation of the programme, to enable immediate and timely response to information requests.
- Organise and lead annual Lessons Learnt Conferences at national level; as HPF is the first, transitional development programme in South Sudan, the LL Conference will bring together all stakeholders to discuss challenges, lessons learnt and strategies developed to improve the HPF County Model.
- Work with the MEAL and Operations Research teams to identify opportunities to conduct in-depth studies, and share new knowledge from programme interventions

Communications

- Oversee the implementation and regularly update of the HPF Communications Strategy,
- Create content and ensure the HPF website and social media platforms are regularly updated
- Ensure the HPF website is consistently up to date ensuring transparency of programme documents including but not limited to grants awarded, facility performance and other key programme information
- Source, develop and write success stories reflecting lessons learnt,
- Regularly take photographs that communicate HPF work and maintain the photo library
- Publish a periodic newsletter (bi-annually) on key HPF programme successes and challenges
- Coordinate and share information with other Fund Managers, donors, consortium partners
- Provide ongoing technical and communications support to HPF technical staff, including editing, formatting and re-packaging technical information for appropriate communication to different audiences
- Ensure all staff possess and consistently use the HPF communications guide and tool kit to guide internal and external communication
- Manage the HPF brand and ensure correct use of donor and partner brands on all HPF assets and products
- Support the team with case studies for the monthly, quarterly and annual reports for HPF's donors

Required Skills and Qualifications

- Degree in Communications or equivalent
- 5-years' experience in knowledge and communications management in a development context
- Strong writer with experience compiling monthly, quarterly and annual donor reports
- Experience in story writing, case study collection and compilation
- Skills in photography
- Experience in facilitation of lesson learning processes
- Experience in training implementing partners in communications skills
- Sound understanding of social media platforms and how to use these to share lessons and disseminate stories
- Understanding of the development sector, compliance regulations with respect to branding and reporting for key donors e.g. DFID, USAID, EU, CIDA
- Ability to work as part of a team to ensure reports are submitted on time and to donor specifications as well as to work independently with minimal supervision
- Ability to work to tight deadlines and under pressure
- High degree of initiative, flexibility and creativity
- Excellent communication and interpersonal skills
- Experience in South Sudan preferable – experience in similar contexts essential

Reporting and Communication

This position reports to the Deputy Team Leader and works closely with technical leads. The position also works directly with the Secretariat Assistant and the Donor Liaison Officer. The three positions form the HPF3 secretariat. The KMC Manager liaises with Montrose Programme Director and Montrose Project Manager on any contractual issues.

Duration

Fixed-term, from December 2018 anticipated to June 2023 (project-funding dependent)

Interested applicants for this position: please send your CV and a letter explaining why you are suitable for this role to hruk@montroseint.com by 30 November 2018.