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# Programme Officer - Community Health (Madagascar)

## Position Overview

This is an exciting opportunity to play a key role in strengthening and shaping community-led health programmes in Madagascar. Focused in SEEDs maternal and child health programme, you will support the development, funding, reporting and evaluation of this work, offering support to other projects where required and working closely with national teams delivering projects on the ground.

Our work focuses on maternal and child health, sexual and reproductive health and rights (SRHR), violence against women and girls (VAWG) and food security - using participatory approaches that place communities at the center of identifying needs and driving sustainable solutions.

You will lead on developing high-quality funding proposals, managing donor reporting, supporting monitoring and evaluation and ensuring the programme is delivered effectively and to a high standard.

We are seeking an early career, public health professional with one to three years experience, strong grant writing experience, particularly in maternal, or gender-based violence programming. Excellent written English is essential; French proficiency is highly desirable. Candidates who do not meet these criteria will not be considered.

*Title:* Programme Officer
*Location:* Fort Dauphin, Anosy Region, Madagascar
*Timeframe:* 24 months extendable
*Contract Type:* Local salary to support with accommodation and living costs, contribution of £1,200 towards flights and £650 towards insurance

## Duties and responsibilities:

- Together with the Programme Manager, lead on compiling funding proposals based on past evaluation, team discussion and international best practice in an engaging and professional manner
- Compile project reports that clearly demonstrate the successes and challenges of the projects, learning from the project and providing clear budgetary information
- Provide first-stage editing of all proposals and reports across the Department to a high standard and providing detailed, constructive feedback to interns and Officers
- Support in the management of donor compliance across several projects, working with the Programme Manager and the implementation team to ensure that project milestones are being met

- Work alongside the Programme Manager and Head of Department in problem-solving and providing additional support in line with emerging issues from project implementation
- Support in the recruitment of new staff and provide support, management, review and professional development to any Interns and knowledge share across the team
- Foster essential cross-cultural collaboration, providing support to both the national and international teams to bridge gaps in understanding and priorities for project development and implementation
- Provide pastoral care, guidance and act as a role model, both professionally and personally, for a team of early career professionals living in country
- Work alongside the Project Managers and the Head of Finance in developing and managing the budgets relating to projects
- Develop and update resources to support project development processes, including proposal and budget templates and style guidelines
- Assist the MEL team in developing MEL tools and analysing data, including the writing of MEL reports when needed
- Support the development of project development procedures, guidelines, and training and provide project-specific information to inform policy development across the organisation
- Manage statistics, research, funding trackers, photo database and handovers relating to the project and ensuring this are complete and accurate
- Coordinate the project-specific website and social media content, ensuring a constant flow of information to donors and supporters
- Work with the national team and external partners in increasing their skills and capacity, providing mentoring or training where appropriate
- Take an active role in project management meetings, leading discussions and standing in for the Programmes Managers where appropriate
- Ensure all of SEED's policies and procedures are evident throughout the work of the department, including those for safeguarding, whistleblowing and anticorruption, and undertake continual training to ensure these are promoted at all times
- Form part of the team representing projects or SEED when required
- Liaise closely with the remote team ensuring clear communication at all times
- Complete any other tasks required by the Programmes Manager or Director of Operations and Heads of Departments commensurate with this role.

## Person specification

- Hold an undergraduate in or relating to Global Health, Public Health, International Development or have transferable skills or equivalent experience
- Demonstrate sound knowledge and keen interest in MCH, SRHR and/or VAWG and its interface with international development
- At least two years experience with similar programmes
- Experience of working in a similar environment would be an advantage

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- Minimum of 1-3 years professional experience of securing funding, project management, donor compliance and donor reporting
- Familiarity with the use of project management tools including Logical Frameworks, Theory of Change models, Budgets, Activity Plans and Monitoring & Evaluation frameworks
- Fluency in written and spoken English with excellent written communication skills, to the level of editing English documents for publication to a very high standard
- Proficiency in French is strongly desired
- Excellent proposal and report writing and editing skills, with previous experience compiling project proposals and reports and the ability to tailor written information to various audiences
- Demonstrate an understanding of and commitment to SEED's ethos and approach and be a good ambassador for the organisation at all times
- Have passion, curiosity and motivation for the job and the ability to enthuse others
- Experience of living and working in a developing country with the ability and desire to work with teams from different economic and cultural backgrounds and across multiple language barriers
- Demonstrate proven ability to recognise and appropriately deal with challenging situations and problem solve
- Demonstrate an awareness of and comfort with increased social and professional responsibility, working at all times with cultural sensitivity and respect
- Demonstrate the ability, social skills and confidence to give clear guidance and support to other members of the team in respect of the philosophy and procedures of SEED in order to protect both their safety and the reputation of the NGO
- Be able to work to and advocate for all of SEED's policies and procedures, safeguarding those that SEED works with and reporting any concerns appropriately
- Be punctual and be able to work to tight deadlines in an organised manner and to a high standard
- Be able to work both independently and as part of a team
- Excellent listening and verbal communication skills and a flexible and patient attitude
- Ability and desire to develop and support a team of volunteers and staff and to support the Project Development internship programme
- Proficiency in Microsoft Office, particularly Word, Excel and PowerPoint

## About the Organisation

SEED Madagascar is a British Charity working in partnership with communities in the southeast of Madagascar. We integrate high-quality community health, sustainable livelihoods; education infrastructure and conservation programmes to support long term, sustainable change and add to international best practice through research and publication across all of our programmatic areas.

## Application procedure

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Interested applicants should send a CV and covering letter in English outlining why they wish to take up this position and how their skills and experience match the requirements in the job description criteria to our hiring team at applications@seedmadagascar.org.

**Please note**: AI-generated cover letters and recruitment exercises will not be processed. We value concise and focused applications. To help us review all submissions efficiently, please include the dates you were in your previous employment, and limit your CV to a maximum of four pages. Unfortunately, longer CVs cannot be considered.

**Application Deadline: Monday, 30th November.** Applications will be reviewed on an ongoing basis throughout this period.

Candidates will complete an exercise, long-listed applicants will have an initial informal interview with Madagascar based staff and short-listed applicants will then be offered an interview with the London team.

SEED Madagascar actively encourages equality, diversity, and inclusion in the workplace and aims to create a working environment free of bullying, harassment, victimisation, and unlawful discrimination, where individual differences and the contributions of all staff are recognised and valued.