

## **Job Description**

### **Programme Manager, Mexico**

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| <b>Reporting to:</b>    | Regional Director, Mexico & Director of Programmes (UK) |
| <b>Location:</b>        | Monterrey, Mexico                                       |
| <b>Hours:</b>           | Part time/ 3 days a week                                |
| <b>Salary:</b>          | \$1000 (USD) per month                                  |
| <b>Travel Required:</b> | Travel will be required at times                        |

Most childhood cancers are curable. We know this because survival rates in the high-income countries like USA and UK regularly top 80%. But for children in low and middle-income countries, the prognosis is bleak. With their chance of survival falling as low as 10%, every three minutes a young life is lost to childhood cancer.

The solution? It already exists. The challenge is making sure that every child gets the diagnosis, treatment and care they need. Yet in many countries, public and professional awareness of childhood cancer is dangerously low. Opportunities for early diagnosis are missed. Referrals are delayed. And there are not enough health workers with the specialist skills to diagnose and treat the disease. It is children and families that pay the price.

Determined to balance this inequality, World Child Cancer works with local, regional and international partners in some of the world's poorest countries to improve: Treatment, early diagnosis, family support and advocacy.

World Child Cancer is a small yet fast-growing, ambitious international charity that has maintained a year-on-year growth in its income since its creation in 2007.

When working with World child cancer, you will have the chance to:

- Work in a small charity, gaining insight across all our work.
- Communicate with colleagues worldwide to bring to life World Child Cancer's work.
- Work within a small, experienced team, gaining experience and knowledge in program management

#### **Role overview and Key Outcome**

To lead and manage World Child Cancer's work in Mexico. Ensure the financial accountability of funds and reporting on a quarterly basis.

Key Outcome: Successful implementation of World Child Cancer programmes in Mexico, through the engagement of staff, partners and beneficiaries.

## Role Overview

### Project Management:

- Responsible for overseeing the delivery World Child Cancer's programs in Mexico
- Create plans with key milestones and measurable outcomes: track progress and adjust to meet the objectives, ensuring others are aware of changes and reasons for them
- Maintain and develop accurate schedule of activities
- Develop, in collaboration with World Child Cancer UK, monthly and quarterly work plans and budget forecasts
- Responsible for the implementation and monitoring of workplans and budgets, communicating any significant delays or issues regarding their implementation
- Assist in the development of strategies to achieve project aims and objectives
- Compile monthly narrative reports and collaborate in developing project reports as per funder requirements
- Communicate progress with healthcare professionals and administrative staff within the project

### Financial Management:

- Compile quarter financial reports
- Report all expenditure, communicating any significant budget variation (overspend or underspend)
- Guarantee that financial procedures (as per Finance Manual) are correctly implemented

### Monitoring and Evaluation:

- Assist to develop a monitoring plan, ensuring its implementation and providing regular updates to all the stakeholders.
- Organise and assist with regular monitoring visit and external evaluations

## Person specification

### Essential:

- Post-graduate degree or equivalent experience
- Substantial experience of project management including project planning, implementation, monitoring and evaluation and narrative and financial reporting.
- Practical experience of designing and implementing child health programmes, including experience of working with international, national, and local partner organisations
- Strong financial background including experience managing and tracking project budgets
- Good written and spoken English
- Enjoys working in small yet growing teams where there is opportunity for growth
- Commitment to World Child Cancer mission, vision, and values

**Experience:**

- Experience working within global health, including policy and advocacy issues
- Experience in public health programme management.
- Knowledge of capacity building tools and techniques.
- Relevant experience, including strategic planning and management of a large and complex budget
- Relevant experience of project/programme management.
- Experience of distance management of staff and partners.

**Qualifications/Skills:**

- Relevant post-graduate degree in medicine, public health or related subject
- Proficiency in IT including the Microsoft Office Suite

**Desirable:**

- Insight into the challenges of childhood cancer
- Knowledge of the health, political, social, and economic context of Ghana and the development issues and challenges it faces
- Experience of advocacy on public health issues non-communicable diseases
- Fluency in any of the relevant languages in the region or other relevant languages.

Further details of specific tasks and duties will be agreed with the line manager as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility.

This role profile is not prescriptive; it merely outlines the key behaviours the role-holder requires to be successful in the role; the key behaviours and responsibilities are subject to change. Any changes will be made in consultation with the role-holder.

You will be expected to abide by the Code of Conduct, policies and procedures within World Child Cancer which may be updated from time to time.

**Next Steps** If you are interested in this position, please submit a cover letter explaining your interest in the role and give examples to show that you meet the person specification. Please send your cover letter and CV to Piera Freccero, Director of programmes – [piera.freccero@worldchildcancer.org](mailto:piera.freccero@worldchildcancer.org) with 'Program Manager, Mexico' in the subject. Any applications submitted without a cover letter will not be considered. All applications will be considered upon receipt but due to the high volume of applications we receive, we will not be able to respond to them unless you have been shortlisted.

