



Job Description

Job title:	Programme manager – Ethiopia
Responsible to:	CEO in Maternity Worldwide Denmark
Job purpose:	To oversee the management and development of Maternity Worldwide's Ethiopia programme, and components thereof.
Hours:	40 hours per week.
Salary:	According to contract. Expenses will be covered

Maternity Worldwide exists to help reduce the number of women and babies dying or injured in childbirth. We are a small Copenhagen based NGO with a core team of staff and volunteers. The organisation was started in 2005 and has grown both in income, in size of programmes and in number of women who have received help. The Ethiopia programme in West Wollega was initially started by our sister organisation Maternity Worldwide UK in 2002 and has since grown, based on funds raised by Maternity Worldwide UK and Maternity Worldwide Denmark.

For more info about Maternity Worldwide Denmark: www.mww.dk.

For more info about our sister organisation Maternity Worldwide UK: www.maternityworldwide.org

1 Background – Maternity Worldwide

Every minute of every day a woman dies in pregnancy or childbirth. Of all the main health indicators maternal mortality shows the highest level of disparity between developed and developing countries; 99% of deaths happen in developing countries.

It is estimated that of the 540 000 women dying each year 88-98% of deaths could have been prevented by simple and low cost interventions. The biggest difference is the presence of a trained birth attendant. However most women continue to give birth at home, often alone or with unskilled help.

Maternity Worldwide (CVR nummer: 31669227) exists to help reduce the number of women and babies dying or injured in childbirth. Maternity Worldwide has started its projects in Ethiopia and take a holistic approach to address the reasons why so many women die. These reasons are complex and variable but include the barriers of cost, the low status of women, the terrain and also the lack of trained health care professionals and essential equipment.

In Ethiopia Maternity Worldwide is currently responsible for the running of a maternity unit at Gimbie Adventist Hospital (GAH) located in Gimbie Town, West Wollega, Ethiopia.

2. Job summary – not exclusively:

- oversee all aspects of the ‘new West Wollega programme’ in line with agreed objectives and budgets and supervise all staff employed in its implementation. (The concrete project plan can be forwarded on request).
- further develop and implement a strategic expansion of the programmes in line with Maternity Worldwide’s mission and strategic priorities
- represent Maternity Worldwide within Ethiopia and act in all matters in the best interests of Maternity Worldwide

2.1. Main activities include:

Hospital activities:

- To coordinate the skilled midwifery and obstetric staff at Gimbie Adventist Hospital (GAH) (a balance of paid and voluntary shorter term roles);
- To facilitate, in collaboration with the clinical staff, training for the local staff at GAH in the management of labour and obstetric complications, neonatal resuscitation and the management of mother and neonate in the postpartum period and development of a best practise to improve standards of care.

Community based activities:

- To manage the Safe Birth Fund to allow the poorest women to access emergency maternity care when required. (The fund is managed by the elected kebele leaders and provides subsidised medical care to those women with the greatest need due to complications of pregnancy and childbirth).
- Establishment of income generating women’s groups to financially empower women and enable them to take control of their own and their family’s health (micro loans);
- To arrange community education and womens group’s network focusing on reproduction, maternal health and guidance on when medical care should be sought; and
- To facilitate and chair the local steering group with Government, NGO partners and community representatives to oversee the West Wollega project

2.1. Duties and Responsibilities

2.1.1. Administration and Managerial Duties

- (i) To pursue the registration of Maternity Worldwide as a local NGO
- (ii) To manage the Maternity Worldwide accounts and finances in West Wollega ensuring financial probity and good practice
- (iii) To manage the Maternity Worldwide office in Gimbie

2.1.2 Management of programme team (volunteers and paid staff)

- (i) To facilitate overall that the work is arranged in the best way possible to make it sustainable (e.g. training of local staff etc.)
- (ii) To facilitate the effective day-to-day management of the Maternity Worldwide team, using best practice methods to ensure the performance of the team and the programme in line with stated objectives and expectations
- (iii) To ensure housing, pick up, introduction etc. for new staff coming in from Maternity Worldwide and to ensure that each new member of staff has the appropriate registration with Ethiopian authorities, visa requirements and health insurance.
- (iv) To ensure compliance with national/local legislation and to inform the CEO of any (potential) conflict between these
- (v) To ensure that necessary equipment for the programme is bought and brought to Gimbie within the budget.
- (vi) To ensure that the health and safety of Maternity Worldwide staff is paramount in all situations and in the event of an emergency or threat to their safety or your own safety to

- cooperate with local government/representatives from the Danish Embassy where appropriate
- (vii) To develop a process for assessing and mitigating against high risk/likelihood threats to security – to include:
- Ensuring that there is always an easily accessible supply of anti-retroviral drugs for post-exposure prophylaxis against HIV in the event of a needle stick injury. To have an up-to-date policy for the management of needle stick injury
 - Ensuring best practice on health, safety and welfare of self and others in the working environment to follow safe working practices.
 - To communicate any risk to Maternity Worldwide staff to the CEO of the hospital and to the CEO in MWW Denmark.
- (viii) To report to the CEO at an early stage any HR or management issues which can not be resolved quickly and simply locally

2.1.3. External relations

- (i) To liaise with the CEO with regard to the allocation of funding
- (i) To work with the hospital administration to ensure appropriate and effective joint working to implement the programme
- (ii) To identify and liaise with local and regional partners within Ethiopia – public, NGO's, private bodies etc. - and provide regular updates to partners regarding the West Wollega project

2.1.4. Reporting and evaluation

- (i) To provide quarterly progress reports on the implementation of the West Wollega Project
- (ii) To provide quarterly budget to the CEO, and to send home receipts for the expenses.
- (iii) To coordinate the production of donor reports if needed (financial and narrative)
- (iv) To provide a yearly evaluation of the progress of the programme.

2.1.5. Other

- (i) To undertake such other duties as may be required from time to time as are consistent with the responsibilities and scale of the post.
- (ii) To work with the Maternity Worldwide teams based in Denmark and UK and elsewhere to identify opportunities for funding and develop bids as appropriate.

3. **Accountability**

The post holder will report to the CEO and ultimately will be accountable to the Board of Directors of Maternity Worldwide.

4. **Facilities.**

An office with computer, telephone and internet access is provided at the Hospital. There is a small library with textbooks and other resources including WHO Obstetric and Neonatal Care Guidelines and the ALSO manual.

The programme manager will stay in a house in the hospital grounds where also other staff will stay. There will be local staff but also a regular flow of American staff helping out on specific project, and Danish (and other) obstetricians will come for short term project during the year. And most of the year there will be a Danish midwife staying at the hospital as well.

The area is highland and there are around 36.000 inhabitants in the city of Gimbe, where the hospital is residing.

Health & Safety: Maternity Worldwide has insurance and the programme manager is required to cooperate with management in discharging responsibilities and to take reasonable care for the health and safety of yourself and others.