
DIRECTOR OF MATERNAL NEWBORN AND CHILD HEALTH



JOB DESCRIPTION

DATE APPROVED: MARCH 2024

Employer:	Adara Development (Uganda) (DEV U)
Location:	Kiwoko, Uganda
Employment status:	Full time
Reports to:	CEO
Direct reports:	Deputy Director of MNCH, Finance Manager, Office and Operations Manager, Maternal Health Manager, Newborn Health Manager, Senior Newborn Advisor

OVERALL JOB GOAL

To provide visionary leadership to Adara's Maternal Newborn and Child Health (MNCH) stream of work to significantly improve maternal, newborn, and child health outcomes in Uganda and globally. The Director of MNCH will lead the development, coordination and implementation of Adara's MNCH strategy, foster strong partnerships, and carefully manage resources to ensure the delivery of high-quality programming. Through effective team management and a focus on strong financial management and governance, the Director of MNCH will play a key role in achieving Adara's ambitious strategy.

KEY RESPONSIBILITIES

1. Maternal Newborn Child Health Strategy, Leadership, and Impact

- Provide visionary leadership to develop, coordinate and implement Adara's Maternal Newborn and Child Health strategy, ensuring all programme objectives are completed on time and on budget, and that programmes are contextually appropriate, strategically aligned, scalable and impactful.
- Establish and maintain service excellence and high-quality standards for program implementation, including adherence to clinical guidelines, national and international protocols, and ethical standards, working in partnership with the Impact and Best Practice Team.
- Oversee all Adara MNCH programmes, including AdaraNewborn, Hospital to Home, Baby Ubuntu and the Adara Youth Community Centre, ensuring that Adara programmes meet the highest national and international standards.
- Work closely with the Director of Knowledge Sharing to share Adara's MNCH knowledge locally, nationally, and globally.

2. Partnership, Engagement and Representation

- Lead the strategic relationship with Adara's long term, partner Kiwoko Hospital, including:
 - Fostering clear and effective communication channels with Kiwoko Hospital leadership, including facilitating regular meetings to review progress, address challenges, and strategise for future work.
 - Overseeing Kiwoko Hospital reporting process, reviewing reports and providing input.
 - Ensuring high standards of governance and accountability are adhered to.
 - Working closely with Kiwoko to ensure alignment between our respective strategies, missions, and objectives.
 - Overseeing any strategic projects with Kiwoko Hospital, including the expansion of the Kiwoko Hospital MNCH infrastructure.
- Represent Adara in strategic meetings, conferences, forums and other public events and contribute towards consolidating and raising the profile of Adara in Uganda and globally.

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- Serve as the main in-country contact for all external stakeholders; develop and maintain links with relevant senior government officials and with other international NGOs.
 - Establish and nurture strong partnerships with District Health Officers (DHOs) and Chief Administrative Officers (CAOs) in target districts to ensure seamless coordination and integration of Adara programmes.
 - Engage with the Ministry of Health to align objectives and help progress the country's maternal and newborn work.

3. Team Leadership

- Lead and directly manage the Deputy Director of MNCH, Finance Manager, Office and Operations Manager, Maternal Health Manager, Newborn Health Manager and Senior Newborn Advisor.
- Ensure clear and open communication channels within the team and across the organisation.
- Inspire and motivate team members to achieve excellence and exceed performance expectations.
- Assess team members' performance, provide regular feedback, and implement strategies for their professional development and growth.
- Allocate tasks, responsibilities, and resources effectively to optimise team productivity and ensure tasks are completed within deadlines.
- Recruit, hire, and retain top talent, fostering a diverse and inclusive team culture.
- Provide mentorship and professional development opportunities to enhance the skills and capabilities of team members.

4. Finance, Compliance, Governance and Controls

- Develop annual operating budgets, and ensure effective budget monitoring, reporting and financial management.
- Provide oversight to all finance and administrative services in the DEVU Office, including procurement.
- Ensure adequate mechanisms are in place for monthly & quarterly budget reviews and minimize significant expenditure variances.
- Ensure all finance and programmes staff understand financial and internal control systems and comply with Adara's policies and procedures.
- Ensure DEVU remains compliant with all statutory and legal requirements, in collaboration with Adara's Legal team, and with the support of the Finance Manager and the Procurement and Compliance Manager. This will include ensuring all registrations are current and returns are lodged, acting as the Money Laundering Control Officer for the anti-money laundering (AML) and anti-terrorist (ATF) compliance programme and overseeing the AML/ATF compliance programme for DEVU.
- Ensure that the organisation operates in compliance with local laws, regulations, and contractual obligations.
- Uphold and promote high ethical standards and integrity within the organization.

5. Security, Safety, Risk Management and Safeguarding

- Provide overall leadership in Uganda on safeguarding, ensuring that all Adara team members, partners and visitors adhere to Adara's safeguarding policies.
- Ensure safeguarding is integrated into all programme and organisational risk assessments and quality mitigation strategies are put in place.
- Working with the Senior Risk and Sustainability Manager, carry out risk assessments and monitor and mitigate programmatic and organisational risks.
- Ensure the Uganda Country office has up to date Emergency Response Plans and that these are communicated to all staff.

6. Global Leadership Team

- As a key member of the Global Leadership team, the Director of MNCH will:
 - oversee the development of the organisational strategic plans and objectives that align with Adara's mission and values.

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- ensure operational excellence, efficiency and effectiveness across all functional areas.
 - lead the organization through crises with effective decision-making and communication.
 - establish and implement effective governance structures, policies, and decision-making processes.
 - foster a culture of leadership excellence, continuous learning, and collaboration.
 - identify potential risks and challenges and develop strategies to mitigate them

QUALIFICATIONS AND EXPERIENCE

- 10+ years' experience in a leadership role within a large or international organisation.
- Extensive experience with strategic planning, leadership and people management, quality improvement, project management and planning, monitoring and evaluation, and financial management.
- Proven clinical and programme experience working in the delivery of maternal and child health service delivery programmes.
- Degree in a relevant discipline (e.g., medicine, nursing, public health, social work, international development, business management, administration or finance).
- Formal clinical training, practice and background in either maternal, newborn or child health.
- Fluency in Luganda and in spoken and written English to tertiary level.

COMPETENCIES

- Strong leadership qualities with demonstrated ability to create a positive team culture.
- Ability to delegate to and empower team members.
- Comfortable working at both strategic and operational level.
- Proven track record in establishing and developing positive relationships with a wide range of stakeholders at a senior level.
- Excellent written and oral communication skills.
- Experience in preparing and managing budgets.
- Ability to prioritise important issues and execute decisions calmly and decisively.
- Interest, passion and commitment to social justice and international development.
- Ability to organise and set clear expectations for tasks and deliverables, work effectively under pressure, and manage a heavy, diverse workload.
- Ability to work cross-culturally across different time zones, sometimes out of regular business hours.
- Have an ability to produce outstanding work to a deadline.
- Be willing, fit, and able to travel internationally, possibly several times a year for up to three weeks at a time.
- Be willing to undergo police check, as you may be working with children when on project sites.

KEY CONTACTS

1. Internal Contacts

- CEO
- Global Leadership Team
- Senior Communications Manager
- Director of Legal

2. External Contacts

- Kiwoko Hospital staff and leadership
- In country partners
- National Newborn Steering Committee
- Ministry of Health and relevant government departments
- Other NGOs and charities
- Banks

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- Other suppliers

The Adara Group is a child safe organisation.

THE ADARA GROUP

OUR CULTURE AND VALUES

WE, THE ADARA FAMILY, UPHOLD THESE VALUES AT ALL TIMES...

COMPASSION

- Our reason to be is to provide support to vulnerable women, children and their communities living in extreme poverty
- We believe everyone has a right to health and education services no matter where they live

TEAM WORK

- We work as a team and we support each other
- We are open, honest and kind
- Failure and mistakes are OK – this is how we learn and grow
- We make Adara a happy and productive place to work

MUTUAL RESPECT

- We listen to other people's point of view
- We celebrate and promote diversity
- We abhor discrimination in any form

INTEGRITY AND EXCELLENCE

- We act with deep respect, integrity and humility
- We strive to be fair to everyone on the team
- We work to a standard of excellence

PASSION

- We work hard
- We laugh and we have fun
- We are optimistic and positive
- We don't count hours: we measure outcomes

UNCONVENTIONALITY

- We think outside the box
- We are not afraid to be different