

**JOB DESCRIPTION - Program Manager - Tropical Cyclone Winston Emergency Response**
**TEAM/PROGRAM: Humanitarian Response**
**LOCATION: Suva**
**GRADE:**
**INTRODUCTION**

Save the Children is the world's largest independent child rights development organisation, making a difference to children's lives in more than 100 countries. From emergency relief to long-term development, Save the Children secures a child's right to development, survival, participation and protection.

Save the Children was established in Fiji in 1972, with a core focus on promoting equity in education and advancing children's rights in line with the United Nation's Convention on the Rights of the Child. Currently Save the Children Fiji) is responding to the needs after Tropical Cyclone Winston (TCW).

**ROLE PURPOSE:**

To manage, support and coordinate the TCW emergency response programme to alleviate suffering for disaster affected children and their families in Fiji, to ensure quality implementation of emergency projects/programmes and facilitate building capacity of local governments on Early Warning. Play an active role in national technical meetings and working groups that assesses the needs of children in various technical humanitarian working groups. Contribute to monitoring exercises, ensure the collection and management of response related data, and reports are submitted in a timely way. Ensure close coordination and regular communication across SC Fiji country office, award and budget management, timely and accurate reporting.

**SCOPE OF ROLE:**

**Reports to:** Programme Director

**Staff directly reporting to post:** WASH Programme Manager, MEAL Manager, Education Manager **and** child Protection Advisor/Coordinator

**KEY AREAS OF ACCOUNTABILITY**
**1. Oversight and management of humanitarian emergency programme**

- Liaison and work closely with the programme team and field offices after the emergency response in supporting and/or directly managing aspects of implementation of emergency response and early recovery projects through the response cycle;
- Coordinate regular management and technical support visits to field offices and project sites to support implementation and ensure that programming meets/exceeds international standards and corresponds to work plans and budgets;
- Liaison and work closely with government departments and counterparts in, capacity building and emergency response projects;
- Coordinate and lead on planning and implementation of new Save the Children humanitarian responses and delegated programme budgets, logistics, HR and TA coordination in Fiji Country Office;
- Together with relevant SCF staff and partners ensure project implementation plans, kick off meetings, regular monitoring and reporting in line with delegated Budget Holder responsibilities;
- Identify challenges in the design or implementation of humanitarian projects and give

feedback on the required corrective actions to address them;

- Ensure high quality communications materials are gathered and shared, and be ready to represent the organisation to external media agencies as required;
- Identify humanitarian best practices and compile lessons learnt and make use of them in future projects.

## **2. Project implementation and operations management**

- Work closely with the Logistics Team to ensure efficient delivery and support of humanitarian programmes.
- Coordinates technical support to field based SC Fiji staff and partners in the course of project implementation.
- Coordinates and supports recruitment of key emergency response positions
- Prepares periodic reports on the implementation of humanitarian project activities as per the requirements of individual Donors and SC Fiji to a high standard;
- Prepare humanitarian project implementation plans (annual plans) for projects she/he is responsible for.
- Handle humanitarian related communications with field staff and government partners.

## **3. Programmes and Grants Management Oversight;**

- Manage the current humanitarian grants through organising monthly meetings to review BVAs; ensure SC Fiji funds are spent/committed in compliance with the agreed objectives, timeframe and donor regulations
- In collaboration with finance staff, organises and maintains information on project overhead costs and ensures Master Budgets are in place and up to date
- Prepares humanitarian project budgets as part of planning a project, prepares annual and quarterly project budgets.
- Follows up on budget utilisation and project expenditure and makes periodic project budget revisions.

## **4. Capacity Building**

- In collaboration with the Suva and field based SC Fiji staff, makes assessment and analysis of the capacity of key staff and implementing field teams.
- Identify and recommend possible supports to staff and field teams to build their capacity and to facilitate project implementation.
- Co-facilitate in capacity building trainings of field staff.
- Facilitate humanitarian awareness training and related sessions targeting relevant project partners;
- Maintains regular communication and interaction with government office partners to facilitate and promote learning and information sharing with SC Fiji.

## **5. Documentation, Learning and Research**

- Ensures proper documentation of SC Fiji's humanitarian experiences and lessons are shared to the relevant units.
- Facilitates information sharing and learning between SC Fiji and relevant Government partner offices, in the area of Child focused humanitarian response

- Participate in evaluation, monitoring and review to ensure strict compliance of programme activities with Save the Children national and global policies and procedures and with relevant donor regulations and agreements, SPHERE guidelines and the NGO code of conduct.

### **6. Representation, communication & relationship building**

- Contribute to the maintenances of strong relationships with key national partners and coordinate with other INGOs with humanitarian capacity.
- Represent Save the Children's humanitarian response to local authorities, donors, working groups, clusters, task forces, and other members of the humanitarian community.
- Establish links and good relationships with relevant government offices/authorities and NGO's in the area of humanitarian response to refugees, pastoralist and non-pastoralist interventions.

### **7. Staff Management, Mentorship, and Development – Humanitarian**

- Manage the performance of staff under her/his supervision in the Humanitarian work area through:
  - Effective use of the Performance Management System including the establishment of clear, measureable objectives, ongoing feedback, periodic reviews and fair and unbiased evaluations;
  - Coaching, mentoring and other developmental opportunities;
  - Recognition and rewards for outstanding performance;
- Documentation of performance that is less than satisfactory, with appropriate performance improvements/ work plans.
- The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

## **SKILLS AND BEHAVIOURS - OUR VALUES IN PRACTICE**

### **Accountability:**

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

### **Ambition:**

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others

### **Collaboration:**

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

### **Creativity:**

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

**Integrity:** honest, encourages openness and transparency; demonstrates highest levels of integrity

## QUALIFICATIONS AND EXPERIENCE

### Essential:

- Insight and understanding of Fijian culture
- Practical experience DRR Project/programme development and management;
- Practical experience in EPP development and implementation;
- Knowledge & experience in Child Centred and Community managed disaster risk reduction resilience;
- Knowledge in Grant and Financial Management systems;
- Good understanding of Humanitarian minimum standards (SPHERE);
- Experience in Monitoring and Evaluation;
- Child rights programming and Rights based approach to development;
- Partnership and partnership management.
- Capacity building and civil society development.
- Facilitation and communication skills, etc.
- Good staff management skill and experience.
- Good knowledge of humanitarian response and transitional programme concepts, policies, frameworks, strategies and components, as well as other development concepts and frameworks
- Good national, regional and field level experience in multi-sector humanitarian response, including food assisted programs.
- Experience in logistics management
- Solid budgeting skills and knowledge of key donor regulations
- Good interpersonal and communication skills including influencing, negotiation and coaching
- Good cultural awareness and ability to work well with individuals of diverse backgrounds and cultures.
- Knowledge of Save the Children's practices and procedures and ways of working with children.
- Fluency in English, both verbal and written.
- Commitment to Save the Children values.

### Additional:

- Any offer of employment at Save the Children Fiji will be subject to a satisfactory National Police Record Check and Working with Children Check.
- The post holder will be expected to carry out their duties in accordance with the SC Equal Opportunities and Diversity policies and procedure and Health and Safety policies and procedures.
- Employees must sign onto Save the Children Fiji's Child Protection Policy and Code of Conduct.
- Some out of hours work and periodic travel will be required in this position.
- Ongoing performance & employment will be measured against KPIs, values and demonstrated behaviours outlined above.

**Date of issue:**

**6 May 2016**

**Signed: Iris Low- McKenzie, Chief Executive Officer**

