

| Job Description – Project Manager (Livelihood) | |
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| TEAM/PROGRAM: Development Program | LOCATION: SUVA |
| GRADE: Level I | |
| <p>INTRODUCTION:</p> <p>Save the Children International (SCI) 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.</p> <p>Save the Children was established in Fiji in 1972, with a core focus on promoting equity in education and advancing children’s rights in accordance with the United Nation’s Convention on the Rights of the Child. Currently Save the Children Fiji (SC Fiji) employs 26 staff across two offices in Suva and Labasa. SC Fiji thematic programs include Education, Health, Child Protection and Participation, Child Rights, Disaster Risk Reduction and Humanitarian Response.</p> | |
| <p>ROLE PURPOSE:</p> <p>Reporting to the Program Manager Development, the Project Manager (Livelihood) is responsible for the overall management and successful implementation of SC Fiji’s five-year Livelihood project. This position is responsible for the implementation of activities of SC Fiji’s grant in partnership with Save the Children New Zealand –“<i>Resilience through Knowledge and Action in Agriculture and Food Security</i>” (KANA) project. This position in partnership with communities and government will increase the resilience of communities and improve the outcomes for children affected by Cyclone Winston in Ra and Koro through agriculture and food security. The position will ensure increased income and food security to improve children’s health, education and nutritional outcomes in Koro and Ra. The Project Manager will be responsible for delivering the outcomes of the project and work in accordance with set project time-frames, required deliverables/outputs; ensure both technical and managerial requirements are met and manage relevant government/ stakeholder and donor liaison requirements.</p> | |
| <p>SCOPE OF ROLE:</p> <p>Reports to: Program Manager Development Staff directly reporting to this post: Senior Project Officer, Livelihood Project Officer (2) and a MEAL Officer</p> | |
| KEY AREAS OF ACCOUNTABILITY | DELIVERABLES |
| <p>I. Program Delivery, Management and Quality Assurance</p> <ul style="list-style-type: none"> • Participate in reviewing and updating SC Fiji’s Country Strategic Plan in accordance with the changing needs of children in Fiji, SCI’s Child Sensitive Livelihoods objectives and work practices; • Manage the implementation of the KANA project and contribute to the development of the Agriculture and Food Security resilience programming within SC Fiji; • Develop realistic work plans in liaison with Program Manager (PM) and Project team including establishing monthly work plans; • Participate in the project kick-off meeting and lead the base-line survey for the project and ensure the Results Measurement Table (RMT) is revised and made realistic within three months of project inception; • Oversee the quality of project implementation and provide technical guidance to Project Officers s in the day-to-day implementation of activities; • Ensure strong donor compliance, Monitoring and Evaluation (M&E) and quality control procedures are understood and entrenched in all Livelihood projects and honestly raise challenges and issues faced at the field level to PM and CEO. Should be open to adapting activities where necessary or when the need arises; • Identification and support of SC Fiji partners, in particular the Ministry of Agriculture, Ministry of Education, National Disaster Management Office and Civil Society Organisations to develop formal, long term relationships; | <ul style="list-style-type: none"> • Work plans developed in conjunction with the project team members; • Quality and timely implementation of project activities in accordance with the work plan • Demonstrated increased technical capacity of project team; • Partners identified and formal and long-term relationships established; • Documentation of best practises both internally and externally on Livelihood interventions and processes; • All reporting obligations met in a timely manner, this includes quarterly reports, reports developed for donors and the SC Fiji Board through the PM and Chief Executive Officer (CEO) • Program interventions implemented in cooperation with the communities and participation of children included in the design |

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| <ul style="list-style-type: none"> • Support learning from relevant best practice internally and externally, especially Save the Children international’s child-sensitive livelihood guidelines (particularly on implementing livelihood and other programs to strengthen better outcomes for children); • Ensure programming interventions are implemented in cooperation with targeted communities, and include the participation of children in their design; • Conduct regular field visits, to project sites including discussions with beneficiaries; • Document programme learning, and incorporate analysis and lessons learned into future Livelihood policy and planning; • Provide regular updates on the progress of the KANA project to the PM, CEO and SC Fiji Board, the donor and ensure the inception, draft, final and summary reports all are completed to a high-quality standard and within designated time-frames; and • Undertake all other official duties as directed by the SC Fiji CEO | |
| <p>2. Program Development and Fundraising</p> <ul style="list-style-type: none"> • Plan and integrate evidence from KANA project into concurrent programming and future planning and resilience building programmes for development and replication; • Incorporate analysis and lessons learned into new strategies, proposals and activities; • Identify suitable local partners for joint project implementation as appropriate.; • Ensure programming interventions are designed using rights based principles, on an understanding of gender relations and that programmes seek to support the different needs and opportunities of women, men, boys and girls in Fiji; • In collaboration with PM, build SC Fiji’s income through the development of appropriate proposals and bid documents. | <ul style="list-style-type: none"> • Multiple project proposals, concept notes, log frames and budgets are submitted to strategically relevant donors throughout the year; • Livelihood proposals are successfully granted funding; • The Livelihood programme strategy in Fiji is technically strengthened incorporating best practice approaches; • Lead and participate in the completion of Livelihood interventions and strengthening resilience for Fijian communities; • Projects are monitored, variances identified, discussed and documented, for timely submission to the relevant donor as required; • KANA work plans are documented and completed as agreed; • KANA reports accurately reflect the outcomes/good practises in Fiji as well as the positions of the community, Government, CSOs, the UN, donors, other key stakeholders and especially children and youth; • All Livelihood training sessions and workshops are successfully conducted with all relevant parties in attendance and within designated timeframes; • Duties are completed in accordance with SC Fiji policies and procedures and in a timely manner |
| <p>3. Performance Management and Capacity Building</p> <ul style="list-style-type: none"> • Manage the performance and development of [direct reports] to fulfil their potential, ensuring they have clear objectives and receive meaningful feedback regularly and achieve maximum impact from programme implementation; • Create and maintain a cooperative and positive working environment where staff have clear roles and responsibilities, participate in decision making and are supported in | <ul style="list-style-type: none"> • Performance appraisals are conducted at least once per year for KANA team members, reviewing performance, planning for the upcoming review period and individual development plans are set and monitored; • Staff are coached, attend relevant trainings, or have other opportunities for building |

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| <p>progressing towards their objectives;</p> <ul style="list-style-type: none"> • Contribute to training on Livelihoods and participation with children, communities, local government authorities, institutions and SC Fiji staff on planned and regular basis; • Lead on capacity building of staff through coaching, mentoring and training, including facilitating the attendance of staff to capacity building opportunities as they arise; • Identify staffing gaps and collaborate with Human Resource and the Senior Management Team to initiate recruitment of staff and/or identify capacity building requirements in key competency Livelihood and technical areas such as building resilience of communities, Child Friendly Spaces, Child Centered approaches are embedded in the KANA project; • Ensure optimal use of human resources, including promotion of team work and team spirit, securing adequate training of staff and promotion of talented staff; • Report to the CEO, and/or Child Safeguarding Focal Points, any violations of SC Fiji personnel policies and Code of Conduct. | <p>capacity;</p> <ul style="list-style-type: none"> • Recruitment of staff proceeds in accordance with SC Fiji guidelines, promoting equal opportunity employment; • Policy violations are reported, documented and investigated in accordance with disciplinary procedures, and the child protection reporting process is facilitated • SC Fiji Child Protection and Safeguarding policies are evident in the conduct of partners, volunteers, and all SC Fiji associates • Attend annual Child Safeguarding training including Child Safeguarding session during induction • Abide by SC Fiji's Code of Conduct, Child Safeguarding Protocol, policy and procedures |
| <p>4. Networking, Presentation and Advocacy</p> <ul style="list-style-type: none"> • Build strong relationships with relevant government bodies, donors (particularly NZ MFAT), I/NGOs, the UN, CSOs, SCI members and any other key stakeholders relevant to the Livelihood and Food Security sector; • Represent SC Fiji at all levels (excluding media) and advocate Save the Children's position and learning to influence policy and practice of government, donors, I/NGOs, the UN and other civil society organisations in relation to Livelihood interventions; • Guide the KANA programme team in research and documentation efforts (evaluation design, documenting best practices, generating materials useful for representation, advocacy) particularly with regard to strategic value/direction; • Support SC Fiji to contribute to Global Child Sensitive Livelihoods and Participation Initiatives and indicator data collection; • Represent SC Fiji on the Global Working Group for Livelihoods and the Pacific Regional Working Group; • Oversee thematic advisors and other programme staff in their work, including development of a plan for achieving their priority protection advocacy objectives in both an emergency and development context. This should include guidelines on the meaningful and safe participation of children in advocacy and meet all global protection and related SPHERE/EiE standards in emergency response. | <ul style="list-style-type: none"> • Ensure collaboration and coordination of Save the Children Livelihood programmes is achieved with all key stakeholders; • Represent SC Fiji in the Food Security and Livelihood Cluster and other sector relevant fora and committees and subcommittees • Demonstrated strong relationships (e.g. frequent contact with staff from various levels) with all key donor agencies in the protection sector (UNISDR, NZ MFAT) established and maintained; • Advocacy priorities are identified and appropriately aligned with programming, the annual plan, SC Fiji strategic plan and SCI global initiatives; • Context and risk analysis is strengthened with advocacy messages and strategies developed to fit the context, target and risk. |

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| <p>5. Budget and Operational Management</p> <ul style="list-style-type: none"> • Oversee and coordinate the management of the KANA programming budget, contribute to the management of any multi-sector budgets with Livelihood components and ensure sufficient budget management tools are in place for multi-location grants; • Ensure that project budget variance reports are being tracked regularly, appropriate measures are taken to address any over or under-spending, that grants are fully expended within the appropriate timeframe and in accordance with donor regulations; • Ensure SC Fiji financial management systems, processes and controls are adhered to by all KANA team members; • Ensure compliance to financial requests and reporting as required by the board, SCI members and donors including comparisons of budget vs actual expenditure, fixed asset registers; • Ensure that all organisational policies are understood and being followed by KANA staff. This is inclusive of the Vehicle Use Policy, Per Diem Policy, Child Safeguarding Policy, Financial Procedure Policy and Employee Terms and Conditions. | <ul style="list-style-type: none"> • Financial reporting is accurate and timely; • All relevant SC Fiji policies and procedures are complied with by the KANA team; • Budget holders regularly review budget to actual spending and adjust accordingly; • Programme spending proceeds in accordance with planned activities and within anticipated timeframes; • Approved spending is conducted within the designated delegation of authority framework and in accordance with SC Fiji and donor financial policies and procedures. |
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SCI VALUES & DEMONSTRATED BEHAVIOURS ~ Our Values in Practice

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| <p>Accountability: We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children.</p> | <ul style="list-style-type: none"> • Takes responsibility where the necessary skills exist or can be developed. • Is able to learn from mistakes and successes. • Enjoys the idea of a challenge and associated learning. • Is committed and actively seeks out development opportunities. • Is able to seek out assistance/resources where required. • Demonstrates personal drive and is able to set own goals and objectives. |
| <p>Ambition: We are demanding of ourselves and our colleagues, set high goals and are committed to improving the quality of everything we do for children.</p> | <ul style="list-style-type: none"> • Works towards and achieves set goals & objectives. • Committed to quality & continuous improvement in work efforts & activities. • Is proactive and pursues relevant opportunities. |
| <p>Collaboration: We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children.</p> | <ul style="list-style-type: none"> • Can quickly find common ground and solve problems for the benefit of all. • Is fair and reasonable to others. • Can solve problems with peers with minimal disruption. • Is a team player, is cooperative and encourages collaboration. • Easily gains trust and support of peers. |
| <p>Creativity: We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children.</p> | <ul style="list-style-type: none"> • Embraces and supports organisational change. • Acts as a change agent and encourages others to embrace change. • Presents relevant new ideas to peers and manager/supervisor. • Is seen as value-adding within the workplace. |
| <p>Integrity: We aspire to live the highest standards of personal honesty and behaviour; we never compromise our reputation and always act in the best interests of children.</p> | <ul style="list-style-type: none"> • Acts with authenticity and is accountable for own words & actions. • Acts with honesty and transparency in all dealings and admits mistakes. • Ensures high levels of confidentiality relating to both data and verbal communication. • Behaviour is in accordance with SCF policies and Code of Conduct. • Is aware of the impact of own behaviour on others and manages behaviour accordingly. |

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| | <ul style="list-style-type: none"> • Can present the accurate truth in an appropriate and helpful manner. • Doesn't misrepresent him/herself for personal gain. |
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QUALIFICATIONS AND EXPERIENCE

Essential:

- Bachelor's degree in Agriculture and Food Security or a related field
- Proven experience in Program Management for Livelihood program related work and at least 5 years experience working in an NGO, protection-related institution or donor agency, experience working with communities and a range of stakeholders
- Proven expertise in, and understanding of, the Convention of the Rights of the Child and other international human rights law instruments and Livelihood frameworks and standards
- Proven experience in providing technical advisory to both Community-based Agriculture and Food Security and income generation programs. Experience in Disaster Risk Reduction (DRR) and Education field is desirable.
- Demonstrated experience in leading assessment activities and of designing, managing, monitoring and evaluating protection programmes for international NGOs particularly on Livelihood
- Project management skills and a demonstrated ability in achieving agreed deliverables
- Budget development and financial monitoring skills and experience and knowledge of effective financial and budgetary controls
- An in-depth understanding of national and international development issues, especially with respect to child rights, protection of children in emergencies and participation
- Demonstrated leadership skills, including the proven ability to be part of a team
- Strong interpersonal, oral and especially written communication skills, ability to influence and negotiate with a range of diverse stakeholders, and excellent presentation skills including strong public speaking skills and experience
- Ability to problem-solve, multi-task, determine priorities, take initiative, maintain high levels of self-motivation, work as part of a team and independently as and when required, and in multi-cultural settings
- Experience working, coordinating and collaborating with partners and key stakeholders including children, parents, community workers, teachers, local and national authorities, I/NGOs CSOs, the UN and the corporate sector
- Commitment to and understanding of Save the Children's aims, values and principles including a sound understanding of, and experience in, the child rights-based and strength-based programming approach to development
- Fluency in written and spoken English
- High levels of computer proficiency including MS Office suite packages

Desirable:

- Experience in implementing community livelihood programming, project design, implementation and evaluation.
- Fluency in Fijian and Hindi is an asset
- Ownership and accountability of one's work and high levels of confidentiality and integrity (relating to both data and verbal communication).
- A valid class 2 driver's license

Additional:

- Any offer of employment at Save the Children Fiji will be subject to a satisfactory National Police Record Check
- Employees must sign onto Save the Children Fiji's Child Safeguarding Policy and Code of Conduct.
- Some out of hours work and periodic travel will be required in this position.
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above.

Date of issue: 11 June 2016

Signed: Chief Executive Officer, Iris Low-McKenzie

Signed: Human Resource Manager, Ben Chand