

Job Description – Project Manager (DRR)

TEAM/PROGRAM: Development Program

LOCATION: SUVA

INTRODUCTION:

Save the Children International (SCI) is the world's largest independent child rights organisation, making a difference to children's lives in more than 120 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 accordance with the United Nation's Convention on the Rights of the Child. Currently Save the Children Fiji (SC Fiji) employs 20+ staff across three offices in Suva, Lautoka and Labasa. SC Fiji thematic programs include Education, Child Protection and Participation, Disaster Risk Reduction and Humanitarian Response.

ROLE PURPOSE:

The Project Manager (DRR) is responsible for the overall management and successful implementation of *Child Centred Disaster Risk Reduction (CDRR) in Fiji* project. The CDRR project is funded by New Zealand's Partnerships for International Development Fund and Save the Children New Zealand; with a budget of 4.5 million FJD. The project focuses on institutional strengthening, technical support and community-based disaster risk reduction activities. The Project Manager is responsible for ensuring that the project objectives are achieved, which includes ensuring time-frames, deliverables/outputs, policy advocacy and that both technical and managerial requirements are met in line with project plan and budget.

SCOPE OF ROLE:
Reports to: Chief Executive Officer

Staff directly reporting to this post: 7: Senior Project Officer, 3 DRR Project Officers, 2 Livelihoods Officers and Monitoring, Evaluation, Accountability and Learning (MEAL) Officer

KEY AREAS OF ACCOUNTABILITY

I. Program Delivery, Management and Quality Assurance

- Ensure the timely, well-planned and coordinated delivery of project activities and progress towards outcomes
- Oversee the quality of project implementation; in line with best practices of DRR and Save the Children
- Provide technical guidance to project staff in implementation of activities, monitoring, documentation and policy advocacy
- Ensure strong donor compliance, MEAL and quality control in CDRR project
- Produce quality and timely periodic reports and updates to donors, project steering committee, SC Fiji Board and other relevant stakeholders
- Ensure programming interventions are implemented in consultation and cooperation with target communities; particularly children
- Ensure regular and systematic monitoring; including children and communities
- Document project learning, and incorporate analysis and lessons learned into future DRR policy and planning
- Undertake all other official duties as directed by the SCF CEO

KPIs

- Project team and individual work plans developed
- Quality and timely implementation of project activities and in accordance with the work plans and project plan
- Technical guidance provided to the project staff on a day to day basis
- Documentation of best practises
- Quality periodic reports developed
- MEAL plan developed and followed
- Project documentation and monitoring data regularly produced and field visits conducted

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| <p>2. Program Development and Fundraising</p> <ul style="list-style-type: none"> • Participate in developing SC Fiji Country Strategic Plan • Integrate evidence from CDRR project into future planning and resilience building programmes • Incorporate analysis and lessons learned into new strategies, proposals and activities. • Ensure programming interventions are designed using rights based principles, on an understanding of gender relations and meaningful child participation. • Support SC Fiji to develop good quality project proposals and bid documents • Provide regular documentation and material for fundraising and communications. | <ul style="list-style-type: none"> • Good quality Country Strategic Plan; including DRR • Project proposals or concept notes are submitted to strategically relevant donors. • DRR proposals are successfully granted funding • The DRR programme strategy in Fiji is developed incorporating best practice approaches • Project is regularly monitored and variances identified, discussed and documented |
| <p>3. Performance Management and Capacity Building</p> <ul style="list-style-type: none"> • Strengthen understanding of DRR across teams with a particular focus on the CDRR team • Raise awareness on DRR across sectors and support sector heads in identifying avenues for DRR mainstreaming in their programs • Manage the performance and development of project team to fulfil their potential, ensuring they have clear objectives and receive meaningful feedback regularly. • Create and maintain a cooperative and positive working environment where staff have clear roles and responsibilities, participate in decision making and are supported in progressing towards their objectives. • Contribute to training on child-centred DRR of children, communities, government authorities, partners and SC Fiji staff on a planned and regular basis. • Lead on systematic capacity building of project team through coaching, mentoring and training. • Collaborate with HR team to recruit and contract staff or consultants • Ensure project staff adhere to Save the Children policies and procedures; in particular Child Safeguarding Policy | <ul style="list-style-type: none"> • Performance appraisals are conducted four times a year for CDRR team members in line with SC Fiji procedures • Individual development plans are set and monitored • Monthly reports, timesheets and trip documentation processed • Staff are coached, attend relevant trainings and have other opportunities for building capacity • Recruitment of staff proceeds in accordance with Save the Children procedures • Policy violations are reported, documented and investigated in accordance with disciplinary procedures • SCF Child Protection and Safeguarding policies are evident in the conduct of staff, partners, volunteers and all SC Fiji associates • Duties are completed in accordance with SCF policies and procedures and in a timely manner |
| <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 and any other key stakeholders. • 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 • Coordinate the policy advocacy efforts in line with project advocacy plan and targets • Guide the CDRR programme team in research and documentation efforts (documenting best practices, generating materials useful for representation, advocacy) • Represent SC Fiji on the SC Global and Pacific Working Group for DRR and CCA and other relevant forums | <ul style="list-style-type: none"> • Collaboration and coordination of DRR work is promoted across government and civil society • SC Fiji represented at six clusters and actively involved with six ministries relevant for DRR • Demonstrated strong relationships with key donor agencies (e.g. UNISDR, NZ MFAT) established and maintained. • Advocacy plan followed by CDRR team, and revised as necessary • Key advocacy messages and strategies developed to fit the context, target and risk • Child-centred inputs provided into relevant policies |

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| <p>5. Budget and Operational Management</p> <ul style="list-style-type: none"> Oversee and coordinate the CDRR project financial planning and management of expenditure Ensure that project budget variance reports are being tracked regularly, appropriate measures are taken to address any over or under-spending and that grant is fully expended in accordance with project plan and donor regulations. Ensure SC Fiji financial and operational policies, systems, processes and procedures are understood and adhered to by all CDRR team members | <ul style="list-style-type: none"> Financial reporting is accurate and timely and in line with narrative reports SC Fiji and donor operational policies and procedures are complied with by the CDRR team. Finance reviews conducted to ensure cost-efficient progress towards project objectives Regular expenditure monitoring, and project implementation/budget adjusted accordingly Programme spending proceeds in accordance with planned activities and within anticipated timeframes |
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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"> Is happy to take 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 SC Fiji policies and Code of Conduct. Is aware of the impact of own behaviour on others and manages behaviour accordingly. Can present the accurate truth in an appropriate and helpful manner. Doesn't misrepresent him/herself for personal gain. |

QUALIFICATIONS AND EXPERIENCE

Essential:

- Relevant degree in Social Science or Development Studies or related field
- Proven experience Disaster Risk Reduction programming; and at least 5 years' experience working in an NGO,
- Strong experience working with communities, government ministries and a wide range of stakeholders

- Proven expertise in, and understanding of, the Convention of the Rights of the Child, other international human rights law instruments and DRR frameworks and standards
- Demonstrated experience in leading assessment activities and of designing, managing, monitoring and evaluating protection programmes for international NGOs particularly on DRR
- 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 health workers, teachers, local and national authorities, I/NGOs CSOs, the UN and the corporate sector
- Commitment to and understanding of SC Fiji'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-based disaster risk reduction programming, project design, implementation and evaluation.
- Fluency in Fijian and Hindi 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 SC Fiji will be subject to a satisfactory National Police Record Check
- Employees must sign onto SC 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: 25 July 2018

Author: Kirsi Peltola, CDRR Project Manager

Signed: Chief Executive Officer, Iris Low-McKenzie