

| <b>Job Description – Chief Executive Officer (CEO)</b>   |   |
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| <b>TEAM/PROGRAM:</b> Directorate   | <b>LOCATION:</b> SUVA   |
| <b>GRADE:</b>  |   |
| <b>CONTRACT LENGTH:</b> 2 years renewable – Fiji citizens only   |   |
| <p><b>INTRODUCTION:</b></p> <p>Save the Children is the world’s leading independent organisation for children. Our vision is a world in which every child attains the right to survival, protection, development and participation. Our mission is to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives. We work in 120 countries worldwide and have a dual mandate working in development and humanitarian crisis.</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 employs 38 staff across three offices in Suva, Lautoka and Labasa to implement programs in the areas of Education, Child Protection, Health – WASH, Livelihoods, Disaster Risk Reduction and Emergency Response.</p>   |   |
| <p><b>ROLE PURPOSE:</b></p> <p>The Chief Executive Officer (CEO) of Save the Children Fiji (SC Fiji) is responsible for the overall management of all in-country activities, reporting directly to the Chair of SC Fiji Board. The purpose of the this role is the leadership of an in-country programs team to develop and implement Save the Children’s portfolio of programmes across Fiji, delivering immediate and lasting improvements to children’s lives. SC Fiji works closely with other members of Save the Children International (SCI) to achieve this end result.</p> <p>As the leader of the Senior Management Team (SMT) of SC Fiji, the CEO determines the direction and manages coordination of the Member Organisation. Specifically the CEO is responsible for the overall leadership, strategic program development, management of staff, safety and security (including work relating to SCI Cooperation in Emergencies), external relationships (including donors and Save the Children partners), management of resources, quality and risk. This position is instrumental in assisting managers to implement country and thematic strategies for Fiji. A core responsibility is the capacity building of staff in program management, reporting, grant management and advocacy.</p>   |   |
| <p><b>SCOPE OF ROLE:</b></p> <p><b>Reports to:</b> SC Fiji Board Chair</p> <p><b>Staff directly reporting to this post:</b> Direct line management of the Senior Management Team (3 senior staff currently), with overall responsibility for all organisational staff dependent upon project activities.</p> <p><b>Salary Range:</b> F\$70,000-\$90,000 (negotiable, depending on experience.)</p>   |   |
| <b>KEY AREAS OF ACCOUNTABILITY</b>   | <b>KEY PERFORMANCE INDICATORS</b>   |
| <p><b>I. Leadership and Change Management</b></p> <ul style="list-style-type: none"> <li>• Lead and develop a team in multiple locations, during a period of program transformation, and cultivate growth.</li> <li>• Guide and supervise managers and their teams in implementing ongoing quality project activities in accordance with agreed approaches and timelines.</li> <li>• Ensure working methods are as safe as practicable, securing and monitoring the implementation of child protection policies and processes and the security of Save the Children staff.</li> <li>• Lead the change management transition strategy for the implementation of standardised systems, policies and procedures including training and capacity building of staff.</li> <li>• Ensure Save the Children is appropriately accountable to children and the Government of Fiji, operating in full compliance with all relevant laws.</li> <li>• Identify and effectively manage all key risks related to delivering the country programme and its impact.</li> <li>• Responsibility for the overall quality assurance of programs, including monitoring of overall impact on children, that programming is evidenced-based on needs and in alignment with the strategic goals of SC Fiji and SCI.</li> <li>• Responsibility for all reporting (narrative and financial) to the SC Fiji Board, SCI, donors and any other key stakeholders as required. This includes the monthly monitoring and reporting on all grants management aspects including analysis</li> </ul> | <ul style="list-style-type: none"> <li>• Monthly Senior Management Team (SMT) meetings, and all staff meetings, are held, action items noted and appropriate responses taken</li> <li>• SC Fiji operations comply with all laws and regulatory frameworks in Fiji</li> <li>• Country program risks are identified, mitigation strategies implemented and problems successfully averted</li> <li>• The SC Fiji Safety and Security Manual is developed, implemented, staff are trained and protocols observed by all</li> <li>• Submission of comprehensive, high quality and timely reports to all internal and external stakeholders, incorporate detailed measurements of progress against agreed project indicators</li> </ul> |

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| <p>of project budget variance reports, work-plan progress and revision, data collection and analysis and monitoring against indicators.</p> <ul style="list-style-type: none"> <li>• Ensure Save the Children’s Child Protection Policy is understood by all staff and that it is integrated into every aspect of the Fiji Country Program.</li> <li>• Conduct regular field visits to project sites including discussions with beneficiaries.</li> </ul>   | <ul style="list-style-type: none"> <li>• Projects are implemented in line with specified SC Fiji/SCI goals, objectives and outcomes and are monitored as per donor agreed MandE Plans</li> <li>• Information from MandE activities, and lessons learned, informs project implementation and new program design</li> <li>• Annual refresher training on the Child Protection Policy, Code of Conduct and Whistleblower Policy are conducted with all staff</li> <li>• At least one monitoring visit to a field site is conducted each month. Field offices are visited at least once quarterly</li> </ul>   |
| <p><b>2. Strategic program development, grant management and resource mobilization.</b></p> <ul style="list-style-type: none"> <li>• Strategically develop and manage Save the Children’s portfolio of program activities in Fiji to maximise our impact for children.</li> <li>• Lead the review and implementation of the current SC Fiji Country Strategic Plan and Country Annual Plans (CAP’s), playing a significant role in the development of each thematic area.</li> <li>• Ensure programming interventions are implemented in cooperation with targeted communities, and include the participation of children and communities in their design</li> <li>• In collaboration with the SC Fiji Board and SMT, oversee the development of new projects, identifying the most appropriate programming interventions for meeting the rights of children based on assessment findings.</li> <li>• Lead the development of concept notes and proposals with the SMT and support the development of multi-sector proposals, in relevant thematic areas addressing beneficiary needs.</li> <li>• Secure funding for new and existing programs from a diversified portfolio of donors, in alignment with the strategic aims of SC Fiji and SCI.</li> <li>• Actively liaise with key international bilateral and multilateral donor agencies, including SCI members, private foundations and local government funding agencies, to identify and increase funding opportunities.</li> <li>• Ensure timely start-up of new grants, in collaboration with the SMT, through grant opening meetings.</li> <li>• Liaise with Fiji based businesses to raise funds for the country program and develop the SC Fiji public fundraising profile.</li> <li>• In collaboration with the SMT, ensure an integrated approach to project implementation across thematic areas, with strengthened synergies and complementarities, and that program monitoring and evaluation tools are systematically implemented such as the implementation of baseline surveys, regular monitoring, review and evaluation is completed.</li> <li>• Formulate strategies and plans collaboratively with the SMT for Disaster Risk Reduction programming, emergency preparedness and response activities.</li> <li>• Ensure programme learning is documented, and incorporate analysis and lessons learned into new strategies/activities and advocacy work.</li> <li>• Ensure strong compliance with donor regulations and policies, MandE and quality control procedures are understood and entrenched in all projects.</li> <li>• In collaboration with the SMT, identify suitable local partners for joint project implementation as appropriate, developing formal, long term relationships and documenting partnership agreements.</li> <li>• Ensure that programming interventions are designed using rights-based principles and on an understanding of gender relations and that programs seek to support the different needs and opportunities of women, men, boys and girls.</li> </ul> | <ul style="list-style-type: none"> <li>• The Country Strategic Plan and Country Annual Plan are developed collaboratively with the SC FIJI team, incorporate best practice, are completed to a high quality standard, within the designated timeframes, and with the full endorsement of the SC Fiji Board</li> <li>• Comprehensive donor mapping is documented and relationships developed</li> <li>• Comprehensive corporate funding opportunities are mapped, documented and revenue raised to agreed targets</li> <li>• Donor funding sources are successfully diversified and the country program budget increased in accordance with the CSP</li> <li>• Annual/monthly work plans and budgets for the CAP and all projects/project teams, are documented and completed within designated timeframes.</li> <li>• All projects are aligned with the CSP, have baselines, defined indicators, outputs, outcomes, objectives and goals, project data is collected and analysed</li> <li>• Multiple project proposals, concept notes, log-frames and budgets are submitted to strategically relevant donors throughout the year and are successfully granted funding</li> <li>• Oversee the completion of the Child Rights Situation Analysis for Fiji.</li> <li>• Organisational Emergency Preparedness Plan is in place.</li> </ul> |

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| <p><b>3. Performance management and capacity building</b></p> <ul style="list-style-type: none"> <li>• Ensure all staff performance reviews are carried out regularly and in accordance with designated timeframes</li> <li>• Manage the performance and development of direct reports (SMT) to fulfil their potential, ensuring they have clear objectives and receive meaningful feedback regularly and achieve maximum impact from program implementation.</li> <li>• Lead staff capacity building initiatives, address capacity gaps and ensure continuous improvement through external and in-house training, coaching, mentoring, learning-by-doing, supporting study opportunities, facilitating attendance at relevant professional fora as they arise, within budgetary constraints.</li> <li>• 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.</li> <li>• Develop a clear staffing structure, identify staffing gaps, oversee staff recruitment, and identify capacity building requirements in collaboration with the SMT.</li> <li>• Ensuring optimal use of human resources, including promotion of team work and team spirit, and promotion of talented staff in accordance with SC Fiji human resource policies.</li> <li>• Ensure the SC Fiji Child Protection Policy is implemented and observed by all staff</li> <li>• Report to the SC Fiji Board any violations of SC Fiji personnel policies, the Code of Conduct and the Child Protection Policy, seeking the assistance senior SCI Child Protection Focal Points as needed.</li> </ul> | <ul style="list-style-type: none"> <li>• Performance appraisals are conducted at least once per year for all staff, reviewing performance, planning for the upcoming period and individual development plans are agreed and monitored.</li> <li>• Staff are coached, attend relevant trainings, or complete other capacity building events.</li> <li>• Human resource gaps are identified and addressed</li> <li>• Recruitment and promotion of staff proceeds in accordance with SC Fiji guidelines, promoting equal opportunity employment.</li> <li>• Policy violations are reported, documented and investigated in accordance with disciplinary procedures, and the child protection reporting process is followed as required.</li> <li>• Decision-making is undertaken in a consultative manner, with staff given the opportunity to have their opinions heard</li> </ul>   |
| <p><b>4. Networking, Representation and Advocacy</b></p> <ul style="list-style-type: none"> <li>• In collaboration with the SMT develop an advocacy strategy, with key messages, reflecting the strategic goals and objectives of SCI and the SC Fiji Country Program.</li> <li>• Build strong relationships with relevant government bodies, donors (particularly AusAID and NZ MFAT), I/NGOs, the UN, CSOs, SCI members and any other key stakeholders relevant to SC Fiji and SCI goals.</li> <li>• Represent the SC Fiji Country Program at all levels, including media, and advocate Save the Children’s position and learning to influence the policy and practice of government, donors, I/NGOs, the UN and other civil society organisations.</li> <li>• Approve all media and public information releases prior to circulation.</li> <li>• Build relationships with emergency donors for Disaster Risk Reduction</li> <li>• Build relationships with the private sector in Fiji</li> <li>• Guide the SC Fiji program team in research and documentation efforts (evaluation design, documenting best practices, generating materials useful for representation, advocacy) particularly with regard to strategic value/direction</li> <li>• Work with the SMT to develop plans for achieving priority 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 standards in emergency response.</li> </ul>  | <ul style="list-style-type: none"> <li>• Advocacy priorities are identified and appropriately aligned with programming, the annual plan and CSP, with SC Fiji and SCI global initiatives</li> <li>• National Advocacy Strategy in documented and implemented</li> <li>• Context and risk analysis is strengthened with advocacy messages and strategies developed to fit the context, target and risk</li> <li>• Collaboration and coordination of SC Fiji programs is achieved with all key stakeholders</li> <li>• SC Fiji is represented at all relevant fora and committees.</li> <li>• Demonstrated strong relationships (e.g. frequent contact with staff from various levels) with all key donor agencies and corporate funding partners, established and maintained</li> <li>• Demonstrable and functional relationships with a broad range of stakeholders such as CSOs, FBOs and regional organisations are developed</li> </ul> |
| <p><b>5. Budget Accountability and Operational Management</b></p> <ul style="list-style-type: none"> <li>• Responsible for the overall development of program budgets, financial controls and accountability for financial reports to the SC Fiji Board, donors and any other key stakeholders as required.</li> <li>• Ensure the efficient and proper use of funds and assets, securing and monitoring the implementation of Save the Children Fiji’s policies and processes for</li> </ul>   | <ul style="list-style-type: none"> <li>• Financial reporting is accurate, completed to the highest possible standards and timely</li> <li>• All relevant SC Fiji finance policies and procedures are complied with by the country team</li> </ul>  |

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| <p>financial control and reporting, taking prompt action to tackle variances and control gaps.</p> <ul style="list-style-type: none"> <li>• Regularly monitor Senior Managers' budget management performance.</li> <li>• Facilitate and oversee the appropriately contextualised implementation of all SCI Management Operating Standards (MOS) and Standard Operating Procedures (SOP's).</li> <li>• Ensure all organisational policies and procedures are in place, reviewed as necessary, and being observed by staff at all times. This is inclusive of the Vehicle Use Policy, Per Diem Policy, Child Protection Policy, Financial Procedures Policy and Employee Terms and Conditions.</li> <li>• Ensure all Save the Children offices are sufficiently resourced to function effectively.</li> <li>• Ensure project budget variance reports are being produced 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.</li> <li>• Ensure SC Fiji financial management systems, processes and controls are adhered to by all SC Fiji team members</li> <li>• 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 etc.</li> </ul> | <ul style="list-style-type: none"> <li>• Contextualised MOS and SOP's are developed, implemented, understood by all staff and observed at all times</li> <li>• Country program spending proceeds in accordance with planned activities and within anticipated timeframes</li> <li>• Approved spending is conducted within the designated delegation of authority framework and in accordance with SC Fiji and donor financial policies and procedures</li> <li>• Budget holders regularly review budget to actual spending, adjust accordingly, and project grants are fully expended in accordance with donor rules</li> </ul> |
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**SCI VALUES and DEMONSTRATED BEHAVIOURS ~ Our Values in Practice**

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| <p><b>Accountability:</b><br/>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"> <li>• Is happy to take responsibility where the necessary skills exist or can be developed.</li> <li>• Is able to learn from mistakes and successes.</li> <li>• Enjoys the idea of a challenge and associated learning.</li> <li>• Actively seeks out development opportunities.</li> <li>• Is able to seek out assistance/resources where required.</li> <li>• Is able to set own goals and objectives.</li> <li>• Demonstrates personal drive and commitment.</li> </ul>   |
| <p><b>Ambition:</b><br/>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"> <li>• Works towards and achieves set goals and objectives.</li> <li>• Committed to quality and continuous improvement in work efforts and activities.</li> <li>• Is proactive and pursues relevant opportunities.</li> </ul>   |
| <p><b>Collaboration:</b><br/>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"> <li>• Can quickly find common ground and solve problems for the benefit of all.</li> <li>• Is fair and reasonable to others.</li> <li>• Can solve problems with peers with minimal disruption.</li> <li>• Is a team player and is cooperative.</li> <li>• Easily gains trust and support of peers.</li> <li>• Encourages collaboration.</li> </ul>   |
| <p><b>Creativity:</b><br/>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"> <li>• Embraces and supports organisational change.</li> <li>• Acts as a change agent and encourages others to embrace change.</li> <li>• Presents relevant new ideas to peers and manager/supervisor.</li> <li>• Is seen as value-adding within the workplace.</li> </ul>  |
| <p><b>Integrity:</b><br/>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"> <li>• Acts with authenticity and is accountable for own words and actions.</li> <li>• Acts with honesty and transparency in all dealings.</li> <li>• Ensures high levels of confidentiality relating to both data and verbal communication.</li> <li>• Behaviour is in accordance with Save the Children Australia's policies and Code of Conduct.</li> <li>• Is aware of the impact of own behaviour on others and manages behaviour accordingly.</li> <li>• Can present the accurate truth in an appropriate and helpful manner.</li> <li>• Admits mistakes.</li> <li>• Doesn't misrepresent him/herself for personal gain.</li> </ul> |

## QUALIFICATIONS AND EXPERIENCE

### Essential:

- Minimum of 8 years management experience working in an NGO, regional or international development agency or in combination with related work in a corporate environment
- Post-Graduate (Master) degree in Development Studies, Social Science, Business/Management or a related discipline, or Under-Graduate degree (Bachelor) combined with some tertiary qualifications, relevant training and experience
- Significant, demonstrated leadership ability with proven change management skills, effecting change in work culture.
- Strategic Program Development skills, commitment to Program Quality, and proven record of project delivery across broad thematic areas.
- Proven experience in proposal development evidenced by successfully granted submissions through a variety of key international donors as well as private foundations, bi- and/or multilaterals, and/or Government funding mechanisms
- Proven experience in, and capacity to effectively manage, financial and budgetary control, complete financial reporting and monitoring and maintain full accountability to donors
- Extensive senior management experience within a complex environment, including experience in managing and directing field operations in an emergency context
- Proven experience effectively managing, motivating and developing staff and project teams with a strong commitment to building staff capacity and managing performance outcomes.
- Demonstrable knowledge in, and understanding of, NGO Project Cycle Management principles, grant management, donor relations and exceeding donor reporting expectations in accordance with donor policies and regulations
- Proven capacity for strategic representation and advocacy with government, donors, I/NGOs, CSOs, the UN, the media, project partners and the corporate sector
- Highly developed English verbal and written communication skills
- 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
- Ownership and accountability of one's work and high levels of confidentiality and integrity (relating to both data and verbal communication).
- Prior experience in identifying and managing risks in large-scale, complex environments, capacity to maintain a safe and secure working environment and monitor risks to workers and programs
- Ability and willingness to adjust work hours, and to working overtime in the event of major emergencies;
- 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
- Fiji citizen or ability to work in Fiji
- High levels of computer proficiency including with MS packages

### Desirable:

- Experience in programming for children including child rights, education, health, disaster risk reduction, emergency response and social welfare related to children's development
- Experience in promoting children's participation in programming, project design, implementation and evaluation
- An in-depth understanding of national and international development issues, particularly relating to children
- Coordination experience within relevant interagency humanitarian frameworks and applying relevant SPHERE standards in emergency responses
- Fluency in Fijian and/or Hindi would be valuable
- A 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 Protection Policy, 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:** 1 June 2019

**Author:** Board Chair