

JOB DESCRIPTION – PROGRAM MANAGER
TEAM/PROGRAM: PROGRAMS
LOCATION: SUVA, FIJI
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. Save the Children Fiji (SC Fiji) current programs include Child Protection, Child Rights, Child Participation, Disaster Risk Reduction, Health, Child Centred Livelihoods and Humanitarian Response.

ROLE PURPOSE:

The Programs Manager is responsible for the management of all in country programming, reporting directly to the Chief Executive Officer (CEO). The Program Manager will develop, manage implementation and monitor the quality of Save the Children's portfolio of programs across Fiji, delivering immediate and lasting improvements to children's lives. SC Fiji works closely with other members of Save the Children International to achieve this end result, mainly SC Australia and SC New Zealand.

The Programs Manager is responsible for the management of programs staff, safety and security (including work relating to Save the Children in Emergencies), external relationships (including donors and Save the Children partners), and management of quality and risk. The position is instrumental in assisting Project Managers to implement thematic strategies for Fiji. A core responsibility is the capacity building of staff in program management, reporting, representation and grant management. SC Fiji is in the process of developing its Strategic Plan for the next five years and the Program Manager will be responsible for managing the Child Rights Situational Analysis and the Strategic Planning process.

SCOPE OF ROLE:
Reports to: CEO
Staff directly reporting to post: TBC
I. Programme delivery, management and quality assurance

- Supporting the implementation and development of the program portfolio
- Overseeing the completion of the design and start up phases of programs
- Ensuring strong donor compliance, Monitoring and Evaluation (M&E) and quality control procedures are understood and entrenched in the new programs
- Identification and support of SC Fiji partners, developing formal, long term relationships
- Participating in the review and updating of SC Fiji's Country Strategic Plan in line with the changing needs of children and SCI's global objectives and approaches
- Supporting learning from relevant best practice internally and externally, monitoring implementation of relevant program approaches and standards, and assessing performance against agreed program objectives and indicators;
- Ensuring SC Fiji's program demonstrates accountability to children and compliance with Fijian and international regulation and standards

- Overseeing the production and delivery of quality periodic reports to donors and the SC Fiji Board (through the CEO)
- Contribute to the mobilization of resources to support planned activities, and to make best use of resources available to maximise impact for children
- Ensure an integrated approach to project implementation across thematic areas.
- Ensure that programming interventions are implemented in cooperation with targeted communities, including children.
- Regular field visits, to project sites including discussions with beneficiaries.
- Ensure the Save the Children's Child Protection Policy is understood by staff and that it is integrated into all aspects of the team's work.
- Document programme learning, and incorporate analysis and lessons learned into new strategies/activities and advocacy work.
- 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.
- Manage SC Fiji programs during humanitarian response programming

2. Programme development and fundraising

- In collaboration with the CEO, oversee the development of new projects (in line with the strategic aims of the organisation).
- Actively liaise with bilateral and multilateral donor agencies to identify funding opportunities.
- Identify the most appropriate programming interventions for meeting the rights of children based on assessment findings.
- Lead on the development of concept notes and proposals for additional programming, and support the development of multi-sector proposals, in the areas of relevancy.
- Lead on situation analysis/needs assessments in the areas of strategic relevance and ensure that all proposals address beneficiary rights.
- Incorporate analysis and lessons learned into new strategies/activities.
- Identify suitable local partners for joint project implementation as appropriate.
- Ensure that programming interventions are designed using rights based principles and on an understanding of gender relations and that programmes seek to support the different needs and opportunities of women, men, boys and girls.
- Ensure that programming interventions are designed in cooperation with targeted communities, including children.

3. Performance management and capacity building

- Line-manage members of the Senior Management Team (SMT), ensuring they have clear objectives and receive meaningful feedback on their performance 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.
- Support staff structure, contribute to staff recruitment processes, and identify capacity building requirements in collaboration with the SMT.
- Lead on capacity building of staff through coaching, mentoring and training, including facilitating the attendance of staff to capacity building opportunities as they arise.

4. Networking, Presentation and Advocacy

- Build strong relationships with relevant government bodies, donors, I/NGOs and Save the Children International members.
- Represent the SC Fiji at all levels (excluding media) and advocate Save the Children's position and learnings to influence policy and practice of government, donors, I/NGOs and other civil society organisations.

5. Budget and Operational Management

- Ensure that all organisational policies are being followed by the program staff. This is inclusive of the Vehicle Use Policy, Per Diem Policy, Child Protection Policy, Financial Procedures Policy and Employee Terms and Conditions.
- Ensure that project budget variance reports are being tracked regularly including proper management of project over and underspends.

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:

- At least 3 years' management experience working in the development sector (NGO, donor, multilateral etc)
- Bachelor Degree in Social Development, Social Sciences, or other related academic discipline.
- Master's degree in development or other social sciences is preferred
- Robust experience of NGO development and programme cycle management
- Significant knowledge of international development area, relevant institutions and donors, and of procedures, accountability frameworks and best practices in international development management

- Substantial experience and knowledge of effective financial and budgetary control and securing and managing grants from major institutional donors
- Solid project management skills related to organisational development projects and international, cross-functional teams with a proven history of delivering results
- An in-depth understanding of national and international development issues in particular in relation to children
- Previous experience of managing and developing a team and the ability to lead, motivate and develop others
- Excellent interpersonal, communication and presentation skills
- Fluency in written and spoken English (fluency in Fijian and Hindi an asset)
- Commitment to and understanding of Save the Children’s aims, values and principles including rights-based approaches

Desirable:

- Experience in promoting children’s rights, protection and participation in programming, design, implementation and evaluation.

Additional:

- Any offer of employment at SC 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 SC 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 and employment will be measured against KPIs, values and demonstrated behaviours outlined above.
- The post holder must already have the legal requirements to work in Fiji. Fiji nationals are preferred.

Date of issue:

Author: Shairana Ali, Chief Executive Officer