

Job Description: Project Officer West (Child-Centered Innovative Resilience Outreach project)	
TEAM/PROGRAM: Development Program	LOCATION: Lautoka
GRADE: Salary Grade 6	
<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 34 staff across three offices in Suva, Lautoka and Labasa. SC Fiji thematic programs include Education, Health (WASH), Food Security and Livelihoods, Child Protection, Participation and Child Rights, Disaster Risk Reduction and Humanitarian Response.</p> <p>The Child-Centered Innovative Resilience Outreach Project funded through the Pacific American Fund (PAF) is a 28 months Project (March 2023 to June 2025), which focuses on child-centered innovative holistic approaches that will address the challenges faced by remote communities and schools in the two primary sectors; Environment, and WASH, which are interlinked addressing issues relating to the sectors which are affecting the remote communities. the Project aims at enhancing environmental health through better WASH practices, enhance community livelihood along with efforts to safeguard biodiversity, reducing the vulnerability of communities, including the marginalized group, all integrated through a child protection-based approach and thus enable the implementor and funder to assist 50 remote communities; 19 communities in the Western Division and 31 communities in the Northern Division. The project outcomes will contribute to SCF's 2022 to 2024 strategic priorities name goals on Health, Protection and Safety Net and Resilience.</p> <p>The Project location will be in Fiji Islands, Northern (Macuata and Cakaudrove) and Western Division (Ba) and project officers will be based in the SCF North and West Office with the Project Manager centrally (Suva) located with occasional travel to Western and Northern offices.</p> <p>Direct Beneficiaries of the project is proposed to be 4000 community members and Indirect Beneficiaries (20,000) (Est of 5 members per household)</p>	
<p>ROLE PURPOSE:</p> <p>The Project Officer West (Child-Centered Innovative Resilience Outreach Project) will report to the Project Manager and will be based at SCF's Lautoka office and shall assist with the implementation of activities within SC Fiji's Child-Centered Innovative Resilience Outreach Project. This two-year, four-month initiative, funded by the Pacific American Fund, aims to enhance the resilience of communities and improve outcomes for children. By implementing WASH and Resilience activities in collaboration with communities and government entities, the Project Officer will establish safe and healthy environments for vulnerable populations. Furthermore, this project will contribute to the national strategic development plans of the Ministry of Health & Medical Services, Ministry of Agriculture and Ministry of i-Taukei Affairs by focusing on the WASH and Environment sectors in remote communities. The project officer north will be responsible for delivering the outcomes of the project working closely with communities and schools in the target area.</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: Project Manager (Child-Centered Innovative Resilience Outreach project)</p> <p>Staff directly reporting to this post: N/A</p>	

KEY AREAS OF ACCOUNTABILITY	KEY PERFORMANCE INDICATORS
<p>I. Program Delivery, Management and Quality Assurance</p> <ul style="list-style-type: none"> • Participating in reviewing and updating SC Fiji’s Strategic Plan in accordance with the changing needs of children in Fiji, SCI’s global child protection and participation objectives and work practices • Support the implementation of the project trainings, awareness and activities. • Ensuring strong donor compliance, M&E and quality control procedures are understood and entrenched in all SC Fiji programs. • Deliver activities in accordance with workplans in liaison with the Project Manager, including monthly work plans. • Undertake the implementation of activities at field level including assessment and ensure relevant and quality trainings and support to the project communities. • In collaboration with the Project Manager, identification and support of SC Fiji partners, the Ministry of Agriculture, Ministry of Education, Ministry of iTaukei Affairs and Civil Society Organizations and community focal points to develop formal, long -term relationships. • 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 Child-Centered Innovative Resilience Outreach project to the Project Manager, 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 	<ul style="list-style-type: none"> • Workplans developed in conjunction with the Project Manager and project team member; • Quality and timely implementation of project activities in accordance with the work plan. • Partners identified and formal and long-term relationships established. • Documentation of best practices both internal and externally on the Child-Centered Innovative Resilience Outreach project interventions a process and progress; • All reporting obligations met in a timely manner, this includes quarterly reports, activities report, reports developed for donors and the SCF Fiji Board through the Program Manager and SCF Chief Executive Officer (CEO) • Challenges identified and resolved in liaison with Project Manager. • Program interventions implemented in cooperation with the communities and participation of children included in the design.
<p>2. Program Development and Fundraising</p> <ul style="list-style-type: none"> • Plan and integrate evidence from Child-Centered Innovative Resilience Outreach 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"> • Contribute to the development of project proposals, concept notes, log frames and budgets to strategically relevant donors throughout the year. • The WASH, Environment and Livelihood strategy in Fiji is technically strengthened incorporating best practice approaches • Projects are monitored, variances identified, discussed and documented, with the Project Manager for timely

	<p>submission for donor reporting as required</p> <ul style="list-style-type: none"> • All 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"> • Ensure the SC Fiji Child Safeguarding Policies are implemented and observed • Identify capacity building requirements in key competency themes of the project including WASH, Livelihood and specific child protection and these are implemented according to the project specifications with the required impact and deliverables. • Ensure optimal use of human resources, including promotion of team work and team spirit • Report to the CEO, and/or Child Protection Focal Points, any violations of SC Fiji personnel policies and Code of Conduct. 	<ul style="list-style-type: none"> • Activities delivered as outlined in the objectives with meaningful feedback and maximum impact • Attend relevant trainings, or have other opportunities for building capacities for project team members; • 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 all 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"> • In collaboration with the Project Manager uphold the strong relationships with relevant government bodies, donors (particularly PAF, SCI members and any other key stakeholders relevant to the WASH, Livelihood and Environment sector, including Ministry of Health & Medical Services, Ministry of Agriculture and Ministry of iTaukei Affairs • Following the completion of project activities, work with the Project Manager and the Child-Centered Innovative Resilience Outreach Project team to develop advocacy materials to highlight project progress 	<ul style="list-style-type: none"> • Ensure collaboration and coordination of Save the Children Child-Centered Innovative Resilience Outreach programs is achieved with all key stakeholders • SC Fiji represented (as requested) in the protection

<p>in line with donor communications guidelines to influence key stakeholders for improved WASH, Livelihoods attainment in Fiji</p> <ul style="list-style-type: none"> • Contribute to 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 Protection and Participation Initiatives and indicator data collection from field activities and project communities 	<p>sector relevant fora and committees.</p> <ul style="list-style-type: none"> • Advocacy priorities are identified and appropriately aligned with programming, the annual plan and with SCF 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"> • In collaboration with Child-Centered Innovative Resilience Outreach Project Manager contribute to the management of the project budget components and ensure sufficient budget management tools are in place for 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 • 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. • Ensure that all Organisational policies are understood and being followed. This is inclusive of the Vehicle Use Policy, Per Diem Policy, Child Safeguarding Policy, Financial Procedure Policy, Code of Conduct and Employee Terms and Conditions. 	<ul style="list-style-type: none"> • Financial requests and acquittals are accurate and timely • All relevant SC Fiji policies and procedures are complied with. • Budget holders regularly review budget to actual spending and adjust accordingly • Program 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

<p>Accountability:</p> <p>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.
<p>Ambition:</p> <p>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"> • 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>Collaboration:</p> <p>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:</p> <p>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:</p> <p>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 and actions. • Acts with honesty and transparency in all dealings and admits mistakes. • Ensures high levels of confidentiality relating to both data and verbal communication. • Behaviours is in accordance with SC Fiji policies and Code of Conduct. • Is aware of the impact of own behaviours on others and manages behaviours accordingly. • Can present the accurate truth in an appropriate and helpful manner. • Doesn't misrepresent him/herself for personal gain.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Bachelor's Degree in Community Development, Agriculture and Food Security, WASH, Environment or relevant field with a sound understanding of development programming (ideally in WASH, Environment and Livelihood) with experience in development-related work in Fiji and at least 2 years' experience working in an NGO or protection-related institution, working with communities and a wide 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 standards
- Demonstrated experience in assessment activities and of contribution to designing, managing, monitoring and evaluating development programs for NGOs or other development partners
- Proven project management skills, strategic planning 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 legislation and development issues, especially with respect to child rights, protection and participation
- 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 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
- Ownership, accountability, high levels of confidentiality and integrity (relating to both data and verbal communication) is essential.

Desirable:

- Experience in implementing community livelihood programming, project design, implementation and evaluation.
- Fluent in iTaukei and Hindi language will be an assets
- A valid manual 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 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 behaviors outlined above.
- The duration for this project is for one year only and possible extension depending on availability of funds.

Date of issue: 17th May 2023

Signed: Chief Executive Officer, Shairana Ali

