

Job Description –Project Support Officer (Pacific Regional Safe Schools)	
TEAM/PROGRAM: Development Program	LOCATION: SUVA
GRADE: Band 6	
<p>INTRODUCTION: 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. 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 30 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: The Project Officer (Pacific Regional Safe Schools) is responsible for the overall implementation of regional level activities of the <i>Pacific Regional Safe Schools project (PCASS)</i>. The PCASS project is funded by MFAT New Zealand’s Negotiated Partnerships Programme and Save the Children New Zealand, with a budget of 1million NZD. The project focuses on institutional strengthening, technical support, and school-based disaster risk reduction at a regional level. The Project Officer is responsible for assisting the Regional Safe Schools Lead (RSSL) in ensuring that the project objectives are achieved, including ensuring timeframes, deliverables/outputs, policy advocacy, and that both technical and managerial requirements are met in line with the project plan and budget.</p>	
<p>SCOPE OF ROLE: Reports to: Regional Safe Schools Lead (RSSL) (remote management) Staff directly reporting to this post: None</p>	
KEY AREAS OF ACCOUNTABILITY	KPIs
<p>1. Program Delivery, Management, and Quality Assurance</p> <ul style="list-style-type: none"> • Support with the timely, well-planned, and coordinated delivery of project activities and progress towards outcomes • Ensure the quality of project implementation; in line with best practices of Safe Schools, and Save the Children • Assist in the implementation of activities, monitoring, documentation, and policy advocacy • Ensure strong donor compliance, M&E, and quality control in the PCASS project • Support the RSSL to produce quality and timely periodic reports and updates to donors, project steering committee, SCNZ, and other relevant stakeholders • Ensure programming interventions are implemented in consultation and cooperation with target stakeholders and Ministries Ensure regular and systematic monitoring; • Document project learning, and incorporate analysis and lessons learned into future Safe Schools and Education policy and planning 	<ul style="list-style-type: none"> • Undertake all other official duties as directed by the RSSL • Project and individual work plans developed • Quality and timely implementation of project activities and in accordance with the work plans and project plan • Documentation of best practices • Quality periodic reports developed • MEAL plan developed and followed • Project documentation and monitoring data regularly produced and field visits conducted
<p>2. Program Development and Fundraising</p> <ul style="list-style-type: none"> • Capturing and disseminating program achievements, lessons learned, and best practices through the preparation of case studies, success stories, and reports. 	
<p>3. Performance Management and Capacity Building</p> <ul style="list-style-type: none"> • Activities delivered as outlined in the objectives with meaningful feedback and maximum impact • Strengthen understanding of Safe schools’ Common Approach • Contribute to training on Safe schools for government authorities, partners, on a planned and regular basis. 	<ul style="list-style-type: none"> • Safe Schools and school-based DRR trainings conducted and participation with children and communities plus other stakeholders on a regular basis • Policy violations are reported, documented and investigated in accordance with disciplinary procedures, and the child protection reporting process is facilitated

<ul style="list-style-type: none"> Report to the CEO, and/or Child Protection Focal Points, including SCNZ, any violations of SC Fiji personnel policies and Code of Conduct. 	<ul style="list-style-type: none"> at least once a year SC Fiji Child Protection and Safeguarding policies are evident in the conduct of partners, volunteers, and all SCF associates
<p>4. Networking, Presentation and Advocacy</p> <ul style="list-style-type: none"> Build strong relationships with relevant government bodies and other key regional stakeholders With support and guidance from the RSSL assist in representing SC at some 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 disaster risk reduction Contribute and assisting the PCASS project team in research and documentation efforts (evaluation design, documenting best practices, generating materials useful for representation, advocacy) Assist in the research for options and opportunities for accreditation in safe schools in institutions and assist in researching the online hosting options for the CoP 	<ul style="list-style-type: none"> Collaboration and coordination of Safe School work is promoted across government and civil society SC represented at cluster level and actively involved with respective ministries relevant for DRR and Safe Schools
<p>5. Budget and Operational Management</p> <ul style="list-style-type: none"> Implement activities within budget lines with relevant documentation in line with the policies and procedures of SCNZ and SC Fiji 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. Understand and follow organisational policies. This is inclusive of the Vehicle Use Policy, Per Diem Policy, Child Protection Policy, Financial Procedure Policy and Employee Terms and Conditions Activities implemented in line with approved budget lines accurately and timely 	<ul style="list-style-type: none"> SCNZ, SC Fiji and donor operational policies and procedures are complied with at all times 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 SCNZ, SC Fiji and donor financial policies and procedures

SCI VALUES & DEMONSTRATED BEHAVIOURS ~ Our Values in Practice

<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:

- Bachelor's degree in DRR, Social Science or Development Studies or related field
- Proven experience in Comprehensive School Safety, Disaster Risk Reduction programming; and at least one year experience working in an NGO,
- Proven expertise in, and understanding of, the Convention of the Rights of the Child and other International Human Rights Law instruments and DRR standards
- Demonstrated experience in leading assessment activities and of designing, managing, monitoring and evaluating protection programmes for international NGOs particularly on DRR
- Project implementation 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 local and national authorities, I/NGOs CSOs, the UN
- Commitment to and understanding of SC'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.
- Ownership and accountability of one's work and high levels of confidentiality and integrity (relating to both data and verbal communication).
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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: 20 June 2023	Author:
Signed: Chief Executive Officer, Shairana Ali	