

## Job Description – Project Manager (Child-Centered Innovative Resilience Outreach project)

**TEAM/PROGRAM:** Development Program

**LOCATION:** SUVA

**GRADE:** 4

### 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 32 staff across three offices in Suva, Lautoka and Labasa. SC Fiji thematic programs include Education, Health (WASH), Child Protection and Participation, Child Rights, Disaster Risk Reduction and Humanitarian Response.

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. Project aims at enhancing environmental health through better WASH practices, along with efforts to safeguard biodiversity, reducing the vulnerability of communities, including the marginalized group, 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.

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.

Direct Beneficiaries of the project is proposed to be 4000 community members and Indirect Beneficiaries (20,000) (Est of 5 members per household)

### ROLE PURPOSE:

The Project Manager (Child-Centered Innovative Resilience Outreach Project) will report to the Program Manager and assume responsibility for overseeing and successfully executing SC Fiji's Child-Centered Innovative Resilience Outreach Project and direct line management of the project team. 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 Manager 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 and I-taukei Affairs by focusing on the WASH and Environment sectors in remote communities.

### Key Responsibilities:

The Project Manager will play a crucial role in managing the Child-Centered Innovative Resilience Outreach Project team, ensuring their effective performance and contribution to project goals. The Project Manager will provide leadership, guidance, and support to team members throughout the project lifecycle. This includes:

**Team Coordination:** Facilitate regular team meetings and ensure effective communication and collaboration among team members. Foster a positive team culture that encourages creativity, innovation, and a shared sense of purpose.

**Task Assignment and Monitoring:** Delegate tasks and responsibilities to team members based on their skills and expertise. Monitor progress, provide feedback, and offer support as needed to ensure timely and high-quality deliverables.

**Performance Management:** Assess the performance of individual team members, provide constructive feedback, and identify opportunities for their professional development. Recognize and reward exceptional performance to motivate and inspire the team.

**Stakeholder Management:** Engage and maintain effective relationships with relevant stakeholders, including community members, government entities, and donors. Ensure clear communication and alignment of project objectives and expectations.

**Donor Reporting:** The Project Manager will be responsible for preparing narrative and financial reports for the project, as well as diligently tracking the project budget and progress, towards ensuring timely submission of reports to meet donor compliance requirements and that project activities are on track for successful completion.

The Project Manager with the project team will primarily focus on two sectors, WASH and Environment, and address cross-cutting issues related to these areas. The main activities outlined for the project involve training and capacity building for target beneficiaries to promote improved practices. Implementation efforts will span across 50 remote communities, including 19 communities in the Western Division and 31 communities in the Northern Division, with a total of 4,000 direct beneficiaries. Gender equity and social inclusion issues will also be addressed as part of the project's activities.

The Project Manager's primary role is to ensure the project's outcomes are achieved within the defined timeframes. This entails meeting the project's deliverables and outputs, both technically and managerially. Additionally, the Project Manager will be responsible for managing relationships with relevant government stakeholders and donors, ensuring effective communication and coordination.

**SCOPE OF ROLE:**

**Reports to:** Program Manager

**Staff directly reporting to this post:** Project Officers (2) and a MEAL Officer (1)

KEY AREAS OF ACCOUNTABILITY	DELIVERABLES
<p><b>I. Program Delivery, Management and Quality Assurance</b></p> <ul style="list-style-type: none"> <li>• Participate in reviewing and updating SC Fiji's Country Strategic Plan in accordance with the changing needs of children in Fiji, SCI's Child Sensitive Livelihoods objectives and work practices;</li> <li>• Manage the implementation of the Child-Centered Innovative Resilience Outreach project and contribute to the development of the WASH and resilience programming within SC Fiji;</li> <li>• Develop realistic work plans in liaison with Program Manager (PM) and Project team including establishing monthly work plans;</li> <li>• Plan and execute a high-level project launch</li> <li>• Participate in the project kick-off meeting and lead the base-line survey for the project and ensure the Results Measurement Table (RMT) is revised and made realistic within three months of project inception;</li> <li>• Oversee the quality of project implementation and provide technical guidance to Project Officers s in the day-to-day implementation of activities;</li> <li>• Ensure strong donor compliance, Monitoring and Evaluation (M&amp;E) and quality control procedures are understood and entrenched in all Livelihood projects and honestly raise challenges and issues faced at the field level to PM and CEO. Should be open to adapting activities where necessary or when the need arises;</li> <li>• Identification and support of SC Fiji partners, in particular the Ministry of Agriculture, Ministry of Education, Ministry of iTaukei Affairs and Civil Society Organisations and community focal points to develop formal, long term relationships;</li> <li>• 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);</li> </ul>	<ul style="list-style-type: none"> <li>• Work plans developed in conjunction with the project team members;</li> <li>• Quality and timely implementation of project activities in accordance with the work plan</li> <li>• Demonstrated increased technical capacity of project team;</li> <li>• Partners identified and formal and long-term relationships established;</li> <li>• Documentation of best practises both internally and externally on Livelihood interventions and processes;</li> <li>• All reporting obligations met in a timely manner, this includes quarterly reports, reports developed for donors and the SC Fiji Board through the PM and Chief Executive Officer (CEO)</li> <li>• Program interventions implemented in cooperation with the communities and participation of children included in the design</li> </ul>

<ul style="list-style-type: none"> <li>• Ensure programming interventions are implemented in cooperation with targeted communities, and include the participation of children in their design;</li> <li>• Conduct regular field visits, to project sites including discussions with beneficiaries;</li> <li>• Document programme learning, and incorporate analysis and lessons learned into future Livelihood policy and planning;</li> <li>• Provide regular updates on the progress of the Child-Centered Innovative Resilience Outreach project to the PM, CEO and SC Fiji Board, the donor and ensure the inception, draft, final and summary reports all are completed to a high-quality standard and within designated time-frames; and</li> <li>• Undertake all other official duties as directed by the SC Fiji CEO</li> </ul>	
<p><b>2. Program Development and Fundraising</b></p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• Incorporate analysis and lessons learned into new strategies, proposals and activities;</li> <li>• Identify suitable local partners for joint project implementation as appropriate.;</li> <li>• 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;</li> <li>• In collaboration with PM, build SC Fiji's income through the development of appropriate proposals and bid documents.</li> </ul>	<ul style="list-style-type: none"> <li>• Multiple project proposals, concept notes, log frames and budgets are submitted to strategically relevant donors throughout the year;</li> <li>• WASH and Livelihood proposals are successfully granted funding;</li> <li>• The WASH and Livelihood programme strategy in Fiji is technically strengthened incorporating best practice approaches;</li> <li>• Lead and participate in the completion of WASH, Livelihood and DRR interventions and strengthening resilience for Fijian communities;</li> <li>• Projects are monitored, variances identified, discussed and documented, for timely submission to the relevant donor as required;</li> <li>• Child-Centered Innovative Resilience Outreach project work plans are documented and completed as agreed;</li> <li>• Child-Centered Innovative Resilience Outreach project reports accurately reflect the outcomes/good practises in Fiji as well as the positions of the community, Government, CSOs, the UN, donors, other key stakeholders and especially children and youth;</li> <li>• All WASH, DRR and Livelihood training sessions and workshops are successfully conducted with all relevant parties in attendance and within designated timeframes;</li> <li>• Duties are completed in accordance with SC Fiji policies and procedures and in a timely manner</li> </ul>
<p><b>3. Performance Management and Capacity Building</b></p> <ul style="list-style-type: none"> <li>• Manage the performance and development of [direct reports] to fulfil their potential, ensuring they have clear objectives and receive meaningful feedback regularly and achieve maximum impact from programme implementation;</li> <li>• Create and maintain a cooperative and positive working environment where staff have clear roles and responsibilities,</li> </ul>	<ul style="list-style-type: none"> <li>• Performance appraisals are conducted at least once per year for Child-Centered Innovative Resilience Outreach project team members, reviewing performance, planning for the upcoming review period and individual development plans are set and monitored;</li> </ul>

<p>participate in decision making and are supported in progressing towards their objectives;</p> <ul style="list-style-type: none"> <li>• Contribute to training on Livelihoods and participation with children, communities, local government authorities, institutions and SC Fiji staff on planned and regular basis;</li> <li>• Lead on capacity building of staff through coaching, mentoring and training, including facilitating the attendance of staff to capacity building opportunities as they arise;</li> <li>• Identify staffing gaps and collaborate with Human Resource and the Senior Management Team to initiate recruitment of staff and/or identify capacity building requirements in key competency Livelihood and technical areas such as building resilience of communities, Child Friendly Spaces, Child Centered approaches are embedded in the Child-Centered Innovative Resilience Outreach project;</li> <li>• Ensure optimal use of human resources, including promotion of team work and team spirit, securing adequate training of staff and promotion of talented staff;</li> <li>• Report to the CEO, and/or Child Safeguarding Focal Points, any violations of SC Fiji personnel policies and Code of Conduct.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff are coached, attend relevant trainings, or have other opportunities for building capacity;</li> <li>• Recruitment 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 facilitated</li> <li>• SC Fiji Child Protection and Safeguarding policies are evident in the conduct of partners, volunteers, and all SC Fiji associates</li> <li>• Attend annual Child Safeguarding training including Child Safeguarding session during induction</li> <li>• Abide by SC Fiji's Code of Conduct, Child Safeguarding Protocol, policy and procedures</li> </ul>
<p><b>4. Networking, Presentation and Advocacy</b></p> <ul style="list-style-type: none"> <li>• Build strong relationships with relevant government bodies, donors (particularly Pacific American Fund (PAF)), I/NGOs, the UN, CSOs, SCI members and any other key stakeholders relevant to the WASH and Livelihood sector;</li> <li>• 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 in relation to Livelihood interventions;</li> <li>• Guide the Child-Centered Innovative Resilience Outreach project 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>• Support SC Fiji to contribute to Global Child Sensitive Livelihoods and Participation Initiatives and indicator data collection;</li> <li>• Represent SC Fiji on the Global Working Group for Livelihoods and the Pacific Regional Working Group;</li> <li>• Oversee thematic advisors and other programme staff in their work, including development of a plan for achieving their priority protection 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 protection and related SPHERE/EiE standards in emergency response.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure collaboration and coordination of Save the Children Livelihood programmes is achieved with all key stakeholders;</li> <li>• Represent SC Fiji in the Food Security and Livelihood Cluster and other sector relevant fora and committees and subcommittees</li> <li>• Demonstrated strong relationships (e.g. frequent contact with staff from various levels) with all key donor agencies in the protection sector (PAF) established and maintained;</li> <li>• Advocacy priorities are identified and appropriately aligned with programming, the annual plan, SC Fiji strategic plan and SCI global initiatives;</li> <li>• Context and risk analysis is strengthened with advocacy messages and strategies developed to fit the context, target and risk.</li> </ul>

<p><b>5. Budget and Operational Management</b></p> <ul style="list-style-type: none"> <li>• Oversee and coordinate the management of the Child-Centered Innovative Resilience Outreach project budget, contribute to the management of any multi-sector budgets with Livelihood components and ensure sufficient budget management tools are in place for multi-location grants;</li> <li>• 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;</li> <li>• Ensure SC Fiji financial management systems, processes and controls are adhered to by all Child-Centered Innovative Resilience Outreach project 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;</li> <li>• Ensure that all organisational policies are understood and being followed by Child-Centered Innovative Resilience Outreach project staff. This is inclusive of the Vehicle Use Policy, Per Diem Policy, Child Safeguarding Policy, Financial Procedure Policy and Employee Terms and Conditions.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial reporting is accurate and timely;</li> <li>• All relevant SC Fiji policies and procedures are complied with by the Child-Centered Innovative Resilience Outreach project team;</li> <li>• Budget holders regularly review budget to actual spending and adjust accordingly;</li> <li>• Programme 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> </ul>
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**SCI VALUES & DEMONSTRATED BEHAVIOURS ~ Our Values in Practice**

<p><b>Accountability:</b> 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>• Takes 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>• Is committed and actively seeks out development opportunities.</li> <li>• Is able to seek out assistance/resources where required.</li> <li>• Demonstrates personal drive and is able to set own goals and objectives.</li> </ul>
<p><b>Ambition:</b> 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 &amp; objectives.</li> <li>• Committed to quality &amp; continuous improvement in work efforts &amp; activities.</li> <li>• Is proactive and pursues relevant opportunities.</li> </ul>
<p><b>Collaboration:</b> 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, is cooperative and encourages collaboration.</li> <li>• Easily gains trust and support of peers.</li> </ul>
<p><b>Creativity:</b> 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> 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 &amp; actions.</li> <li>• Acts with honesty and transparency in all dealings and admits mistakes.</li> <li>• Ensures high levels of confidentiality relating to both data and verbal communication.</li> <li>• Behaviour is in accordance with SCF policies and Code of Conduct.</li> </ul>



	<ul style="list-style-type: none"> <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>• Doesn't misrepresent him/herself for personal gain.</li> </ul>
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## QUALIFICATIONS AND EXPERIENCE

### Essential:

- Bachelor's degree in WASH, Agriculture and Food Security or a related field
- Proven experience in Program Management for WASH or Livelihood program related work and at least 5 years experience working in an NGO, protection-related institution or donor agency, experience working with communities and a 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 Livelihood frameworks and standards
- Proven experience in providing technical advisory to both Community-based Agriculture and Food Security, WASH and income generation programs. Experience in Disaster Risk Reduction (DRR) and Education field is desirable.
- Demonstrated experience in leading assessment activities and of designing, managing, monitoring and evaluating protection programmes for international NGOs particularly on Livelihood
- 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 and tracking of project expenses through monthly BVA's and donor reporting both narrative and financial.
- 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 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

### Desirable:

- Experience in implementing community livelihood and WASH programming, project design, implementation and evaluation.
- Fluency in Fijian and Hindi is 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 manual 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 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: 14<sup>th</sup> August 2024**

**Signed: Chief Executive Officer, Shairana Ali**