

TERMS OF REFERENCE

“Inclusive empowerment per donne, ragazze e ragazzi nell'Alto Egitto” Project Manager

POSITION	Project Manager Egypt (AICS Project)
PLACE OF WORK	International Programmes & Advocacy
REFER TO	Cairo with frequent travel to Assuit - Egypt
CONTRACT TYPE	Head of Unit MEEE/LAC/Asia
SALARY	Co.co.co. 12 months contract with possible extension (Tentative start: July 2022)
CSP LEVEL	45.000-56.000 Euro/year according to the level of expertise and skills + benefits
	Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people

INTRODUCTION TO SAVE THE CHILDREN

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

Save the Children Italia (SC IT) was created as an ONLUS in 1998 and is now a prominent member of Save the Children International.

SAVE THE CHILDREN'S VALUES

ACCOUNTABILITY: We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children. **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. **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. **CREATIVITY:** We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children. **INTEGRITY:** We aspire to live to the highest standards of personal honesty and behavior; we never compromise our reputation and always act in the best interests of children.

To finance our work we depend on the support of the general public, volunteers, the corporate sector, governments and international donor agencies.

CHILD SAFEGUARDING POLICY

At Save the Children Italy we are committed to the safeguarding and protection of children in our work. Save the Children believes that a child or young person should never experience abuse of any kind. We have a

responsibility to work in a way that promotes the welfare of children and protects them from harm. Our Organization has a zero tolerance approach to any harm to or exploitation of a child by any of our staff, representatives or partners. Save the Children expects the highest standards of behavior from all its staff when dealing with children. Those who are representing Save the Children must adhere to the Child Safeguarding Policy, both in their private and professional lives
Save the Children Italy will do everything possible to ensure that only those who are suitable to work with children are recruited to work for us.

JOB PURPOSE

This position is responsible for leading the implementation of the three year project “Inclusive empowerment per donne, ragazze e ragazzi nell’Alto Egitto”. The project is co-financed by the Italian Ministry of Foreign Affairs, and is implemented by Save the Children Italy in partnership with Save the Children Egypt.

This position ensures quality project management, operational planning, financial and grants management, documentation, staff management, and representation of the project in line with donor and internal Save the Children standards and procedures. The Project Manager will ensure that program interventions, are strategic in terms of Save the Children International overall strategies and effective in meeting project goals and objectives. The PM will be responsible for ensuring that all program resources are engaged in a timely manner and that implementation moves forward according to plans.

RESPONSIBILITIES

Project Management

- Oversees the implementation, monitoring and evaluation of the Italian Ministry of Foreign Affairs funded project, ensuring management in accordance with Save the Children International program criteria and standards.
- Effective monitoring of financial and activities progress of the project, identification and design of potential project adjustments differing from the grant agreements (in coordination and to be approved by SC IT and Country Director, and in consultation with the donor agency).
- Ensures effective oversight of partner organizations with specific focus on their work plan, activities implementation and the capacity building support.
- Ensures proper coordination with HI (Humanity & Inclusion) for what concerns project related matters
- Provides oversight and technical leadership in designing strategies, supporting the project implementation, and facilitating technical dialogue with PDQ in country and TSPQ in SC IT.
- In close coordination with SC IT grant management Unit, ensures project implementation and compliance with donor regulation.



Operations Planning

- Provides overall leadership and management in creating short and long-range operational plans, which will lead to successful project implementation.
- Ensures that project staff effectively plans and delivers activities according to overall project implementation plan. This will include detailed annual activity and budget management, quarterly work and budget and procurement projections, which will be accompanied by appropriate cash flow needs analysis.
- Ensures compliance with SC Child Safeguarding Policy, as well as Accountability and Child Participation practices throughout the projects' activities.

Financial and Grant Management

- Responsible for the budget of the project. The detailed annual budget and corresponding project plan will be tracked as per Save the Children accounting systems and in accordance with grant agreement stipulations.
- Ensures that all required financial reports are shared with SC IT in a timely and complete manner.
- Ensures that all donor procedures are in place and are strictly adhered to.
- Responsible for budget monitoring based on donor compliance and budget analysis and revision in line with project needs (budget amendments, project extension, notification letters etc..)
- Ensures that local partner organizations comply with SCI partnership guidance and donor regulation.

Project Documentation and reporting

- Responsible for the completion of timely reports to SC IT and to donor (as per agreement)
- Documents and shares best practices and lessons learned and more broadly assist with research design, implementation, evaluation and dissemination of best practices internally and externally.
- Supervises M&E and helps creating project reporting systems with the overall goals to: (i) track critical project elements and activities and allows timely adjustments before they reach a critical stage and (ii) report outcomes and impacts to donors and Save the Children.
- Coordinates, through SC IT and in cooperation with HI, the delivery of project activities to be implemented by the partner organization.

Staff Management and Development

- Manages the Project team: defines expectations, provides leadership and technical support needed, and evaluates direct reports regularly.
- Ensures that all staff understand and are able to perform their roles in line with the project and SCI structures.
- Ensures the recruitment, training, and promotion of staff as appropriate and ensures availability of appropriate professional development opportunities for staff.
- Incorporates staff development strategies and Performance Management Systems into team building process.

- Manages the performance of all the staff working on the project through effective use of the Performance Management System including the establishment of clear, measurable objectives, ongoing feedback, periodic reviews and fair and unbiased evaluations and coaching, mentoring and other developmental opportunities.

Representation

- Establishes and maintains good relations with the Italian cooperation r in country, including both AICS technical and senior level representatives, in close coordination with SC Italy and SCI teams.
- Acts as SC focal point for AICS in country – representing SC in both bilateral and wider meeting between AICS and partner NGOs
- Gathers intelligence on AICS priorities in country and shares with SCIT and SCI colleagues; supports prepositioning efforts for future funding opportunities, facilitating meetings between AICS and SCI colleagues
- Promotes networking and good relations with Italian NGOs operating in Egypt, also in light of potential partnerships
- Coordinates and liaises with the local government when needed and represents the project and SC with NGOs, and other agencies involved in the relevant sector.
- Represents the project in policy and technical fora in Egypt and shares best practices and learning.
- Ad hoc support to engagement to various SC IT donors in country

Lead in-country discussions around donor compliance, to then highlight main problems and scenarios to SC Italy

EDUCATION

- Bachelor’s degree, preferably an advanced degree in International Development studies, Political Science.
- Fluency in Italian essential, working knowledge of English is mandatory. Knowledge of Arabic is an asset
- High computer skills, and high proficiency in Microsoft Office Components

EXPERIENCE & QUALIFICATION

- Demonstrated experience in project and financial management (minimum 3 years in the sector, including three years in a similar role, better if on AICS funded projects)
- Demonstrated experience working with Italian Ministry of Foreign Affairs funded projects in a management/finance capacity
- Experience working in Economic Empowerment programs, Inclusiveness is preferable
- Knowledge of the local context is an asset
- Experience of donor representation
- Experience in solving complex issues through analysis, definition of a clear way forward, and ensuring stakeholder buy in.

SOFT SKILLS

- Highly developed interpersonal and communication skills including influencing and negotiation
- Strong results orientation, with the ability to challenge existing mindsets
- Experience working with culturally diverse staff

OTHER

- Italian (or EU) National
- Commitment to Save the Children values