

## TERMS OF REFERENCE

POSITION	Project Manager
AREA/DEPARTMENT	International Programmes & Advocacy
PLACE OF WORK	Addis Abeba/Dire Dawa (Ethiopia)
PEOPLE MANAGEMENT	Yes
BUDGET MANAGEMENT	Yes
TYPE OF CONTRACT	Fixed term
SALARY	Based on experience
CSP LEVEL	3

### 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

The position is under the line management of the Program Operations Director-East hub and is directly reporting to this post. This post has monitoring, supervision and technical support role of implementing partners and project teams to get the project activities performed appropriately so as to contribute in achieving the organizational goal and objectives

The Senior Project Manager is responsible for providing leadership, strategic direction, operational and financial/grant management of the projects co-financed by the Italian Agency for Development Cooperation (AICS), with direct accountability to the donor. Specifically, this includes satisfying all contractual obligations and ensuring work is delivered on time and within budget, monitoring and evaluation of the technical assistance provided. He/she will be the key focal point with the donor and continually engage with the donor to ensure the project donor compliance and effective implementation of activities

## KEY AREAS OF ACCOUNTABILITY

### Project management

- Play a key leadership role for the project and be responsible for overall implementation and management of all aspects of the project as per the design to meet the intended objective, outcomes and outputs of the project
- Providing an overall technical, administrative, operational and logistical management, with a focus on achieving the results. Manages the human and material resource of the projects as per the given schemes and donor requirements
- Provide management guidance and support to project team in order to ensure smooth and timely start-up and implementation of project activities as per the approved project plans.
- Oversee the implementation, monitoring and evaluation of the project, ensuring management in accordance with Save the Children program criteria and standards. The Project Manager's management practices will be reflected by his/her timely and effective monitoring of all critical project events and activities. When technical assistance is needed to solve problems or improve implementation he/she will draft, with the assistance of sector specialists, a clear and targeted scope of work for technical and/or monitoring and evaluation consultants.
- Supervise M&E and help creating project reporting systems that track critical project elements and activities and allocate appropriate time to correct management problems before they become critical
- Provide technical and managerial support in reviewing and adapting strategies and project plans in view of changes in the internal and external operational environment.



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Any major project adjustments differing from agreed upon specifications of the grant agreements will be done only after receiving approval from the POD and the Head of Africa in SC Ita, and in consultation/according to the procedure of the donor agency.

- Lead regular field based project review meetings, to include grant management, finance and implementation.
  - Be responsible for developing a strong, coherent integration within the program and initiating innovative strategies across the programs

### **Operations Planning**

- Provide overall leadership and management in creating short and long-range operational plans, which will lead to successful project implementation.
  - Lead the program's strategic, financial, and operational planning, including the annual work planning process and development of an appropriate exit strategy.
  - Ensure that project staff effectively plans activities that lead to project success. This will include detailed quarterly and monthly plans and budget projections, which will be accompanied by appropriate cash flow needs analysis
  - Develop detail implementation plan and budget phasing in consultation with the POD and award focal points

### **Financial and Grant Management**

- As a budget holder for the projects, responsible for the management and revision of realistic budget, ensuring proper authorization and monitoring expenditure in line with the budget and donor guidelines, grant agreement stipulation, Save the Children grant management and financial guidelines. This will include the supervision of quarterly variance analysis reports on both budgets. The detailed budget and corresponding project plan will be tracked as per Save the Children accounting systems and in accordance with grant agreement stipulations.
- Ensure that budget accurately reflects anticipated costs of planned work at all times.
- As the individual authorized to sign each payment on the project from the dedicated bank account, ensure to authorize the reversals from the dedicated bank account to the Pool Funds.
- Ensure The exchange rate applied to all transactions are ones related to the payment date and not to the Invoice date and closely monitor the exchange rate variation in the project duration in and adjust the budget accordingly and in case of huge variations should promptly inform the Donor
- Ensure the budget is entered into Agresso (Financial Management System) mapped to the budget coding (account, Cost Centre, Projects, DRC and DEA) within ONE month of the award being activated.
- Ensure that each transaction is accompanied with clear and detailed description of each expenditures in order to be able to translate it easily in Italian, in order to avoid ineligibility of the expenditures.
- Ensure the financial records relating to the budget/s are accurate and in line with policies and procedures set out in the Finance Manual.
- Ensure expenditure is authorized in accordance with the budget authorization procedures within the scheme of delegation (SoD)
- Monitor, analyse and report significant variances between budget and actual expenditure. Specifically, budget holders have a mandatory requirement to complete monthly variance analysis for submission to Program Operations.



- Prepare reports on financial performance of the award as required by either donors or other, internal demands.
- Ensure the projects are delivered according to the contractual requirements of the donors, i.e. that all activities and deliverables are completed within the timescale and budget, reports are submitted as per the agreed schedule and formats and any other requirements or criteria are fulfilled as specified in signed agreements.
- Ensure that project accounting and financial systems are in place for the effective control of assets, funds, commodities, equipment and property; submit to SC IT all required financial reports in a timely and complete manner.
- Ensure that all donor's accepted procurement procedures are in place and are strictly adhered to.

### **Project Documentation and reporting**

- Ensure quality programmatic and financial reports for donors, the government partners and Save the Children are prepared as required, ensuring these are of a high quality and submitted to the POD in Addis Ababa in timely manner.
  - Ensure adherence to overall technical and programmatic quality in implementation and the timely submission of all deliverables, including annual work plans, performance monitoring plans, quarterly, semi-annual, annual and completion reports as may be required
- In cooperation with Learning and Knowledge Management advisor, ensure proper documentation of experiences and lessons learned

### **Staff Management, Mentorship, and Development Responsibilities:**

- Lead, manage and motivate the team ensuring all team members take accountability for deliver
- To provide guidance and supervision to the project staff, together with the Addis based management., to ensure they have clear objectives and received regular support and supervision.
- Ensure that the project is appropriately staffed across Save the Children, including the appropriate combination of expertise across technical and operational areas
- Ensure all direct reporting team have accurate and up-to- date JD, sets standard and agreed performance objectives for all direct reports.
- Incorporate staff development strategies and Performance Management Systems into team building process.
- Effective use of the Performance Management System including the establishment of clear, measureable objectives, ongoing feedback, periodic reviews and fair and unbiased evaluations;
- Incorporate staff development strategies and Performance Management Systems into team building process. Establish result based system and follow up
- Ensure staff submit accurate time sheet on monthly basis on time
- Ensure that established protocols for communication and management arrangements are followed by the project team

### **Representation and Coordination**

- Be responsible for the overall management and communication of the projects with the donor and stakeholders at the field levels.
- Coordinate and liaise with the local government, NGOs, and other agencies involved in the relevant sectors of project implementation.
- Participate at the periodic coordination meetings at Italian Embassy – AICS delegation
- Participate in thematic tables/forums organized by the donor
- Participate at formal and informal Italian NGOs forums in country



- Establish and maintain good relations with the donor representative in the country in order to share best practices and to position for future funding
- Ensure coordination with consortium members of the cluster; provide/receive the required supports and regular update of the projects.

### **Child Safeguarding Responsibilities:**

- Ensure all staff; partners and any representatives of Save the Children are aware of the child safeguarding policy.
- Comply with the requirements of Save the Children's Child Safeguarding Policy to ensure maximum protection for children.

### **Safety & Security focal person Responsibilities**

Collect and circulate appropriate security information through the Organisational & other relevant forums security mailing list and other modes of communication. This will be a full-time role during a security incident.

### **SKILLS AND BEHAVIOURS (our Values in Practice):**

#### **Accountability:**

- Holds self-accountable for making decisions, managing resources efficiently, achieving results together with children 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
- Creates a managerial environment in-country to lead, enable and maintain our culture of child safeguarding

#### **Ambition:**

- Sets ambitious and challenging goals for self and team, takes responsibility for own personal development and encourages team to do the same
- Widely shares personal vision for Save the Children, engages and motivates others
- Future oriented, thinks strategically and on a global scale

#### **Collaboration:**

- Builds and maintains effective relationships, with own team, colleagues, members, donors and partners
- 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
- Always acts in the best interests of children



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## QUALIFICATIONS AND EXPERIENCE:

### Essential:

- BA Degree/MSc in relevant discipline, including international relations, project management, human rights, law or social sciences, displacement/migration related degree will be an advantage.
- A minimum of 8 years' experience working in international humanitarian and/or development aid, preferably with displaced/migrant populations and at least 4 or more years of senior management leadership position.
- At least 4 years' experience in financial management, budget monitoring and risk management.
- Proven ability and experience (at least 3 years) in managing (financially and operationally) large and complex AICS projects with substantial experience of working with the donor and with fluent written and spoken English and Italian is mandatory.
- Demonstrable record of accomplishment of meeting or exceeding programme targets, while maintaining technical quality.
- Ability to represent Save the Children and the project at a strategic level and engage and influence key stakeholders at all levels.
- Demonstrated experience of working with national level government structures, national NGO's and/or local communities Self-motivated and results orientated.
- Highly proficient with demonstrable experience of data analysis and reporting tools.
- Highly diplomatic and emotionally intelligent with strong oral and written communication skills in English & Italian. Fluent Written and Spoken English and Italian is mandatory.
- Substantial experience of guiding and leading strong teams in a multicultural context with a focus on coaching and mentoring.
- Experience of solving complex issues through analysis, definition of a clear way forward and ensuring buy-in.
- Commitment to Save the Children's aims, values and principles.

### Desirable:

- Post-graduate qualification in social science, international development, or other relevant discipline.
- Substantial experience of working and living in the region, ideally with professional experience in country.
- Basic knowledge of Amharic will be considered positively
- Encouraged the participation of Nationals or applicants with a residence permit in Ethiopia

### Other:

- Technical experience and experience in migration, protection and/or livelihoods programming
- Sharing of the mission and values of Save the Children.

