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| **JOB TITLE:** GPE Programme Manager | |
| **TEAM:** Programme Operations | **LOCATION: Country Office Red Sea** |
| **GRADE**: 3 | **CONTRACT LENGTH:** 18 months |
| **CHILD SAFEGUARDING:**  Level 3:  the role holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work in country programmes; or are visiting country programmes; or because they are responsible for implementing the police checking/vetting process staff. | |
| **ROLE PURPOSE:**   * Reporting directly to the Director Program Operations, the job holder is responsible and accountable for the overall management and implementation of the GPE education programme development, new partnership initiation, development and management, programme budgeting, budgetary and financial management, programme and financial reporting, human resources management, and administrative trouble shooting and support within the region. * Technical programme management and implementation responsibilities include developing project plans, budgets and implementation plans, managing the accomplishment of targeted results and indicators, oversee programme budgets and accounts to ensure adherence to approved budget and work plans, undertaking routine budget monitoring and budget revisions, leading in the definition of M&E plans and indicators, monitoring and supervising sub recipient partners, preparing timely and high quality programme and financial reports, and taking initiatives and actions to ensure that programme implementation is in compliance with all Save the Children and donor requirements, rules and regulations. * In addition the manager will ensure effective representation liaison between Save the Children and other INGOs, CSOs, Local Authorities and visiting donors and stakeholders at the local and regional level to promote extensive participation and complementarity of Save the Children programme and activities. * The manager is also responsible for providing technical assistance and appropriate monitoring and evaluation in emergency responses. | |
| **SCOPE OF ROLE:**  **Reports to:** Director of Education Programs  **Supervises:** Education Coordinators | |
| **KEY AREAS OF ACCOUNTABILITY:**  **Programme Management Implementation**   * Lead the preparation and implementation of the programme based work plans, M&E indicators in accordance with Save the Children and donor guidelines to ensure and guarantee effective programme activities delivery. * Monitor and oversee the day to day implementation of the programmes and projects to ensure compliance with the agreed work plans and that programme objectives and targets are being realised in line with the funding proposals. * Lead the expansion and understanding of Save the Children working principles and approaches (partnerships, child participations, child rights programming etc) throughout the programme and follow up to ensure that these approaches are effectively implemented. * Ensure that all staff, partners and stakeholders implementing Save the Children projects have clear understanding of Save the Children mission, vision and values, goals, priorities and policies and that these are reflected in programme implementation. * Conduct regular programme review meetings with the relevant partners and stakeholders to enhance information sharing and improve efficiency and effectiveness of programme implementation and operations. * Initiate and develop alternative mechanisms for optimal implementation, management, monitoring and evaluation of programme activities. * Maintain high standard of transparency and accountability in the course of programme implementation while ensuring integrity and timeliness of activities implementation in meeting programme objectives, compliance with donors & Save the Children policies. * Provision of regular operations and implementation updates on programme progress and challenges to allow for timely interventions and corrective actions by management. * Ensure the timely reviews and adjustments for the programme operational and implementation plans and budgets as may be required from time to time.   **Programme Initiation and Development:**   * Work closely with the Education Advisor, Education Coordinators in the design and development of new funding proposals and concepts by providing information and technical inputs to the plans, budgets and M&E indicators, including requests for existing project extensions as may be necessary. * Take lead in undertaking participatory assessments, surveys and planning new projects and initiatives as may be appropriate including conducting relevant research, proposal writing and programme documentations. * Support the development of the projects’ monitoring and evaluations systems and indicators in collaboration with the DM&E Manager and Specialist in order to accurately, timely and regularly measure the results and impact of Save the Children interventions from programme delivery. * Contribute to the development and revision of Save the Children strategy, action plans and priorities in planning for future programme by participating in child rights situational analysis, providing inputs and feedback on the country programme strategy and thematic programme plans.     **Budgeting and Financial Management**   * The jobholder is responsible for the programme budgetary controls and overall financial management at the programme levels including maintaining oversights of programme budgets and expenses. This responsibility includes; * Development of programme and project budgets including the cash transfer plans to guarantee availability of funds for programme implementation at all levels. * Responsible for monitoring and revising as necessary project budgets and ensuring that funds are used optimally and accounted for in accordance to the funding contracts and agreements. * Undertaking monthly budget monitoring in order to ensure accuracy of financial reports, manage budget variances, explain variances and propose measures for managing the variances. * On quarterly basis, review all programme budgets to ensure that budgets are revised and rephrase timely and spent within donors budgets and expenditure guidelines and no-cost extensions/cost extensions are timely requested for. * Ensure that all financial policies and regulations relating to cash flow management, expenditure controls, cash management, accounting information, advances management as put in place for the management and control of funds are followed by the staff and partners in implementing the different programme activities. * Support partners and staff in making decisions regarding budget allocations and utilizations and alerting management to any financial mismanagement which may arise in the course of programme implementation.     **Programme and Financial Reporting**   * Responsible and accountable for the preparation of timely and high quality progress and end of project narrative and financial reports which are in accordance to the donor reporting schedule and formats. * Review all programme financial reports ensuring that donor guidelines have been followed and high standard met, prior to submission to management. * Organise and facilitate quarterly follow ups and progress review meetings to address key performance issues from the reports. * Preparation of the project close out reports indicating follow up actions on closed projects and manage the transfers of project deliverables such as documents, files, equipment and materials.     **Partnership Development and Management**   * In addition to the other requirements, the job holder will take lead in identifying partners organizations that have the capacity and or the ability to increase the scale and scope of Save the Children Internationa; programme work and impact including building their capacity for efficient and effective programme delivery and adherence to Save the Children International policies and donor regulations. This responsibility shall include; * Develop with the partners detailed work plans and budgets to cover and implement a selected programme. * Monitor and follow up the implementation of the agreed work plan and budget to ensure that the programme objectives are being realized in accordance to the programme and partnership agreement and take the necessary actions for any identified deviations. * Undertaking partners’ capacity assessment in order to identify capacity gaps and areas of support that the partners will require for effective implementation of the programme. * Undertake frequent mandatory and non mandatory support visits to the partners organizations to discuss programme and operational progress and ways in which Save the Children can provide the needed support. * Assist in the identification of new project opportunities for the partners and help partners to develop new funding proposals. * Ensure timely, accurate and high quality financial and programmatic reporting by the partners and take corrective actions for any non compliance by the partners.   **Project Monitoring, Reporting and Documentation:**   * Oversee the project monitoring to ensure information and reporting systems fulfil needs of Save the Children, communities, partners, host government, donors and other stakeholders, in line with DM&E standards. * Working in collaboration with regional AM, the Regional M&E Specialist, the thematic advisors, and the M&E manager to ensure that the project has developed and implemented M&E plans, and that programme teams are capturing outcomes/results for Total Reach data, as well as statistics on tracer studies on youths who have benefitted from Non formal vocational education programs on which the project is building for use in proposal development and institutional learning. * Lead the process of developing project baselines and evaluations ToRs. * Regularly monitor project activities with the frequency and tools as reflected in the M&E plans * Monitor and follow up the Project Partner’s on the activities implemented to ensure that they are in line with the project design and planned project activities reflected in the SAA. * Provide backup and direct technical support to all staffs and partners. * Support proper documentation of YIELD Project activities conducted –case studies, best practices and Compile and submit regular progress reports on the planned implementation activities to Line Manager. * Facilitate effective monitoring, evaluation, documentation and reporting in line with agreed project targets and standards: * Establish a functional project level M&E system and utilize information from the M&E database; * Manage project information, documentation processes, and ensure effective communication of the program/project results. * Provide monthly reports (progress against planned activities, expense against estimated budget) of project activities to the Regional Area Manager as per agreed schedule. * Prepare semi-annual and annual reports of project interventions (both financial and narrative (progress against delivery of goal, outcome outputs and achievement of outcomes)) to the donors, districts and SCI as per agreed schedule. * Ensure appropriate filing and availability of documentation required for internal and external communications, accountability, audits, evaluation purposes and reporting * Supervise on-going program assessments, evaluation and operational research studies, and take lead in utilizing the recommendations to improve programming. * Document vital project documents including fund summary, project proposal, M&E plan, monthly, semi-annual and annual reports, reports on activities implemented (approved concept, activity report and attendance lists)     **Human Resources Management and Development:**   * Support the implementation of the Save the Children performance management systems and processes. * Comply and support the compliance by all staff with all relevant Save the Children policies and procedures with specific respect to child safe guarding, Child Protection Policy, Code of Conduct, Zero Tolerance Policies, and other relevant policies. * Encourage the culture and practice of learning, creativity and innovation amongst the team members. * Maintain good team communication, engender good team dynamics and take remedial actions when problems occur. * Support team members professionally and support stress management.   **Representation**   * Establish, maintain and improve active and regular working relationships and take the lead role in representing the principles and work of Save the Children to representative of other NGOs, government authorities, donors etc who are working and visiting the programme. This shall entail developing and maintaining strong working relationship with the State, Local Government Authorities, Technical departments relevant to Save the Children programme themes as well as attending all relevant regular meetings called by UN, NGOs, INGOs, Counterparts, Donors, and Government Forums. * Lead the effort to improve active coordination and networking with government agencies, NGOs, UN agencies and other stakeholders in the region with the aim of building and maintaining a mutually beneficial strategic partnership.   **SKILLS AND BEHAVIORS (our Values in Practice)**  **Accountability:**   * Holds self accountable for making decisions, managing resources efficiently, achieving 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.   **Ambition:**   * Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same. * Widely shares their personal vision for Save the Children, engages and motivates others. * Future orientated, thinks strategically.   **Collaboration:**   * Builds and maintains effective relationships with their team, colleagues, Members and external partners and supporters. * 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.   **Occasional duties:**   * Perform any other duties as may be assigned from time to time.   **Judgement and Decision-Making:**   * The jobholder has a middle level of decision-making authority and is authorised to make decisions/take actions on the majority of programme and operational management matters relating to their specific programme and portfolio. * Strategic decisions (operational issues, policy/procedural changes, budget approvals, disciplinary issues, financial decisions outside the budget etc) require consultation with the line manager and other relevant staff as may be appropriate.   **Academic Background, Experience and Person Specifications:**   * A minimum of a Bachelors Degree in an education related field. Post Graduate training in Project Management, Community Development or a Master’s degree in any relevant field is an added advantage. Experience in education in emergencies is an added advantage. * At least 5 years progressive experience in programme implementation, management and development and 2 of those years in a management position in an international development organization. Relevant experience supervising community based social development and education projects with International NGOs particularly those addressing children’s rights and those applying partnership approach is desirable. * Thorough understanding of Save the Children working principles and approaches Child Participation, Child Rights Programming, Partnership, Child Safeguarding Policy, Zero Tolerance, Monitoring and Evaluation, Programme Integration etc. * Demonstrable financial, planning and budget management skills a MUST. * Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures * Ability to intervene with crisis management or troubleshooting as necessary. * Highly developed interpersonal and communication skills including influencing, negotiation and coaching * Excellent time management and planning capacity * Excellent planning, coordination and reporting skills, with the ability to organize a substantial workload comprised of complex, diverse tasks and responsibilities * Computer literacy and excellent documentation skills are a must. * Availability and willingness to work extra hours during times of humanitarian responses.   **Contacts:**  **Internal contacts:**  The jobholder is expected to work with senior management team, technical support, other partnership managers and with staff throughout the country programme  **External contacts:**  The jobholder will be expected to develop and maintain personal and professional links and effective relationship with UN agencies, NGOs, CBOs, Partners and key stakeholders, counterparts, donors, government authorities of the programme areas.  • Ensure optimal safety and security management procedures and practices are in place for the emergency response programme and continuously monitor the safety and security situation, adapting staff safety and security procedures accordingly, in collaboration and cooperation with the Manager of National Security.  • Supervise the effective operation of logistics systems to acquire, store and distribute stocks, supplies and services for the timely delivery of project objectives at the national level.  • Ensure strong accountability to beneficiaries.  • Plan, identify and resource adequate and effective structure and staffing needs for a comprehensive response; In collaboration with the Response HR manager, ensures that personnel policies are in accordance with national laws  • Oversee the development and implementation of staff welfare (policy) and ensure adequate staff welfare and established R&D policy and processes.  • Define the assignment of tasks to the responsible persons under their direct control, evaluating the work through Save the Children's "Performance Management Plan". | |
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