

19 December 2022



Job Advertisement

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit: -

Job Title: Area Manager

Location; Jonglei, Upper Nile and Rumbek Field Office

Reports to: Director of Programme Operations

Contract Period 12 months

ROLE PURPOSE:

The Area Manager is responsible for the management of the Field Offices including the Field Managers and implementation of Save the Children program in the **Jonglie, Upper Nile and Rumbek area office, South Sudan**. S/he is also responsible for the development and implementation of Area office annual plans (i.e. programs and projects constituting the plans), and the implementation of Operational Core Business Processes at area level (Area SMT, Area BVAs, support Proposal Development Process, field coordination for program development/management/monitoring, etc.). The post holder will ensure effective management of programs, resources, staff and support functions in the field sites and will firmly institute finance, human resources and operations systems in line with organization performance expectations. The Area manager will provide oversight in implementing programs according to prevailing needs, identify new opportunities for programming, and will ensure field level participation in programme and proposal design. They will also support the capacity development of staff in the field offices. The area will ensure the strengthening of the field level operational accountability by ensuring that proper risk mitigation measures and internal controls are put in place. S/he will be an effective representative of Save the Children to local/state authorities, communities, UN, INGOs and NGOS, and other stakeholders.

KEY AREAS OF ACCOUNTABILITY:

SCOPE OF ROLE:

Reports to: Director for Program Operations

Dimensions: South Sudan is one of the most important country offices that Save the Children



currently works in. The newest country in the world, its legacy of thirty years of war has yet to be even partly addressed as its new government struggling to both mature and delivery required socio-economic services for its people. Save the children have operating presence in 7 out of 10 states of south Sudan delivering both humanitarian and development programmes to help the most vulnerable children and their families in the country. with two area divisions (Eastern Equatoria, Warrap and Abyie area office & Jonglie, upper Nile and Rumbek area Office) SCI manages over 40 awards from a range of governmental/institutional donors, including NORAD, ECHO, EU, BHA, DANIDA, UNICEF, WFP, FAO and other private donors. Save the Children in South Sudan implements projects in Health, Nutrition, Water, Sanitation & Hygiene (WASH), Education, Food Security and Livelihoods (FSL), Child Protection and Child Rights Governance.

Staff directly reporting to this post: Directly line manages Sectoral PMs, Field Managers, Area Supply Chain Coordinator, area finance coordinator, Area humanitarian access and safety coordinator, with dotted line management for MEAL and ACCM area leads.



KEY AREAS OF ACCOUNTABILITY:

Program Development, Implementation and Delivery

Ensure that management support is provided to field programme implementations within the Area Office and the management of the different offices, implementation of quality programs as well as operations core business processes.

In close coordination with the Programme Development and Quality Team to ensure that the field operations team are fully involved in proposal development in line with the core business process guidelines for proposals development.

Ensure that area teams undertake monthly sessions to monitor expenditure against budget (Budget Variance Analysis – BVA) and that all programmes progress in accordance with grant agreements and are completed within time and on budget with an emphasis on cost effectiveness, innovation and high-quality programming to serve hard-to-reach children.

Ensure that Area teams undertake biweekly/monthly SMT meetings to update each area unit on its current key priorities and achievements, present any issues that would require attention and support from country office and come up with solutions to address the issues.

Through monthly reports received from the field offices, to retain an oversight of the budget situation in each field office and ensure that field offices are efficient at covering all of their costs.

Have budget holding responsibilities for programs/projects implemented within the Area Office and Multi-Area Grant as appropriate, in line with the SOD threshold of the position.

Ensure programs are implemented in ways responsive to the communities and children in line with Save the Children principles, values and strategic plan and following Save the Children compliance procedures. This includes working with government (both Federal and Member states), local administrations and national NGO-partners to strengthen national capacity.



Working with colleagues in the PDQ department to ensure the preparation of timely and high-quality progress reports, program reports, and donor reports.

Assist the DPO/DDPO in implementing Programme Operations Best Practices.

Ensure that effective mechanisms are in place to listen to, act upon and address children's and communities' concerns/recommendations through active participation by children and communities in project design, monitoring and evaluations

Ensure that staff capacity in quality project management is improved and strengthened through training, coaching and mentoring.

Support implementation, monitoring and continuous improvement tracking for all essential KPIs for the Country office.

People Management and Development

Work closely with the HR department in the area as well as the CO HR Director to ensure that all HR policies and guidelines for national staff and international are in place, are understood by all staff and are adhered to. Support all managers in recruitment, induction, placement, training/development and separation/termination

Enhance staff performance through mutually agreed performance management plans, clarity of individual and collective roles and responsibilities; ensure a robust process of performance monitoring, learning & development initiatives and timely management actions.

Ensure all area staff complete their quarterly D2P evaluations, succession plan for area senior management team and monthly timesheet submissions.

Present staff concerns that cannot be dealt with locally, in a timely manner to the DPO, CD and CO HRD

Promote an inspiring and motivating working environment through teamwork, delegation and the team building initiatives.

Promote and ensure a culture that respects and promotes accountability, collaboration, diversity inclusion and staff recognition.

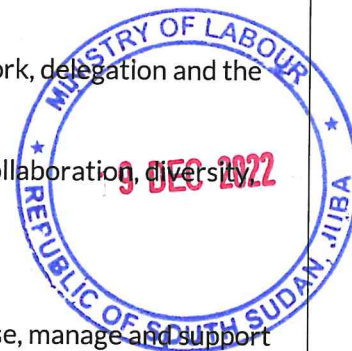
Financial, Budget and Grant Management

Serve as overall budget holder for all programming in the area office; propose, manage and support budget holders for individual projects and grants as appropriate.

Closely work with PDQ and Awards Team on the coordination of the overall funding process from both grants and SC members. This includes: developing funding strategies, creating grant proposals, and identifying strategic leads and concepts

Ensure that programme budgets are managed through rigorous budget and finance monitoring practices with participation of all key functions involved in projects.

Oversee the general application and observance of financial procedures and guidelines set out in SC



financial manual and donors' requirements

Ensure that budgets are spent and charged to their respective budget heads and grants by diligently reviewing the financial (AGRESSO) reports at least every month and bringing to the timely attention of the Director of Operations and the Finance Director any major budget concerns and

Efficiently and successfully manage the grant cycle by putting in place robust mechanisms to start, implement and close grants in line with donor as well as Save the Children's policies

Support quarterly budget phasing for the area office and insure accurate budget implementation inline phased budget and monthly forecast.

Ensure that grants are managed as per Save the Children's and donors' requirements including the quality and timely submission of reports

Partnership management, Development and Representation

With the support from Partnership Manager, establish a quality partnership management environment through mutual respect and trust, robust partnership assessments, capacity building, project monitoring, sharing and networking by drawing support from technical resources from within the country programme.

Support the CD, DPO, DPDQ and SMT to establish, maintain, and improve active and regular working relationships with host government authorities, donors, partner agencies including major institutional donors, UN Agencies and local and international NGOs, state authority, community leaders. Ensure representation on UN, donors, INGO, NNGOs field based coordination and report back to the CO.

Ensure that partners and SC staff understand and implement Save the Children's policies and procedures including child safeguarding, procurement, fraud and whistle blowing.

Work with partners and SC staff to ensure that effective mechanisms are in place to listen to, act upon and address children's and communities' concerns/recommendations through active participation by children and communities in project design, monitoring and evaluations

Ensure that partners understand and implement Save the Children's policies and procedures including child safeguarding, procurement, fraud and whistle blowing.

Support the Partnership Manager to ensure strong and vibrant local Civil Society Organisations are developed through our support in the areas we are implementing programmes.

Ensure appropriate representation in all relevant meetings: clusters, working groups, NGO Consortium, etc

Responsible for building and maintaining good working relationship with relevant government institutions and representatives of federal member states and federal government of Somalia.

Emergency Response Management



Ensure that Area Office has an up-to-date, context-based and achievable Emergency Preparedness Plan (EPP).

With support from the head of emergency response and under the leadership of the director of programme operations, mount appropriate and timely responses at scale to all emergencies consistent with established benchmarks, plans and organizational policies, and in close cooperation with incoming surge teams.

Working with Field Managers/their team and the Humanitarian manager, ensure that all relevant staffs across all work sectors are familiar with, adhere to and implement the procedures and processes detailed in the Rules and Principles for emergency response

Security Management and Context Monitoring

Responsible for safety and security of all SCI staff and assets in Jonglie, Upper Nile and Rumbek area office

In close collaboration with the Humanitarian access and safety coordinator for the area office, the Director of humanitarian access, the Field managers and the Security Focal Points, proactively monitor the political and security situation at both national and local level and ensure that a clear and updated safety management plan is in place for all sites of operations in in eastern area office. Additionally report and manage any significant security incident in your area of operation. If this involves a "critical incident" the Director of humanitarian access and safety, the DPO and the CD must be informed immediately.

Adapt to security constraints and ensure that staff are adequately aware of safety risks and management issues in order to deliver projects for children.

Support the DPO and the Director of humanitarian access and safety to ensure that all safety and security minimum operating standards and in country guidelines and procedures are met by all area offices.

Support the DPO and DHAS and the Director of Safety and Security in promoting a culture of security awareness and a shared duty of care amongst staff in area teams

BEHAVIOURS (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 their team to do the same.
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically and on a global scale.



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; demonstrates highest levels of integrity.

QUALIFICATIONS AND EXPERIENCE**MINIMUM QUALIFICATIONS**

- Masters in Development Studies or other Social Sciences.

Essential

- Minimum of 7 years management experience in a corporate or an NGO environment, in a range of cultures including significant field operations experience, running both emergency and development programs.
- Robust experience of NGO emergency program cycle management, and with experience of working within a complex and matrix organisation structure.
- In-depth understanding of at least two of the sectoral programs and a working knowledge of the program priorities of the Country Office.
- Good understanding of international humanitarian systems, institutions and donors, and of procedures, accountability frameworks and best practices in emergency management.
- Substantial and proven experience and knowledge of effective financial and budgetary control and securing and managing grants from major institutional donors.
- Solid project management skills related to organisational development projects and international, cross- functional teams with a proven history of delivering results.
- Ability to analyse information, evaluate options and to think and plan strategically
- An in-depth understanding of national and international development issues particularly in relation to children.
- Previous experience of managing and developing a team and the ability to lead, motivate and develop others.
- Excellent interpersonal, communication and presentation skills.
- Fluency in written and spoken English.
- Ability and willingness to change work practices and hours, and work with incoming teams in the event of major emergencies
- Willingness to spend up to 50% of time in visiting field offices security allowing.
- Commitment to and understanding of Save the Children's aims, values and principles including rights- based approaches.

Additional Job Responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be



required to carry out additional duties within reasonableness of their level of skills and experience.
<p>Equal opportunities</p> <p>The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.</p>
<p>Child Safeguarding:</p> <p>We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.</p>
<p>Safeguarding our Staff:</p> <p>The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy</p>
<p>Humanitarian response</p> <p>In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly</p>
<p>Health and Safety</p> <p>The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.</p>
<p>Child Safeguarding</p> <p>Level 3: the role holder will have contact with children and/or young people <u>either</u> frequently (e.g. once a week or more) <u>or</u> intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p> <p>We need to keep children and all beneficiaries safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children and beneficiaries from abuse and exploitation</p>

Application Information:

Please attach a copy of your CV and cover letter with your application, and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at ([SCI Career Site Careers \(oraclecloud.com\)](https://scicareer.oraclecloud.com))

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

In case you face any difficulty to access the link, please come to Save the Children International head office Juba Hai Malakal or SCI Field Offices for HR support



Deadline for submitting applications: 6th January, 2023.

Cc: (National Ministry of labour email Address Juba)

