

11th March, 2016



Save the Children

External/Internal_ Job Advertisement

VA No. SCI-03112016

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: Project Manager
Location: Agok Abyei.
Reports to: Field manager
Contract Period: 6 Months

JOB PURPOSE:

The FFA Project Manager has field area-level responsibility for planning, coordination, implementation, monitoring and evaluation of the food for asset project.

KEY AREAS OF RESPONSIBILITY:

Planning and Implementation

- Provide leadership to the field teams in formulating project implementation plans ; sharing the plans with field level stakeholders as well as monitoring their execution;
- Ensure that the relevant project documentation is in place and regularly reviewed, including phased budget, detail implementation plan, procurement plans, MEAL plan
- Conduct regular review meetings with staff and relevant stakeholders to identify best practices, challenges and take appropriate corrective measures
- Ensure beneficiary targeting, verification and registration are done in participatory manner within the framework of the donor (WFP) guidelines
- Coordinate and work closely with SCI Field Office Manager and support departments (finance, logistics, HR, etc) to ensure timely implementation of all planned activities of the project
- Coordinate and support with SCI field office and country office for timely planning and availability of program supplies/supply chain management
- Ensure that expenditures are in line with the budget
- Conduct monthly reviews of the budget versus actual expenditure, addressing any actions to resolve under or overspends and flagging issues to the Field Manager and Awards team
- Ensures that SCI procedures and donor regulations applicable to the assigned project's implementation (with regard to program, finance, procurement, logistics, security, HR and admin) are closely followed
- Review programme design in light of Child Safeguarding principles
- Ensure community adherence to basic safety and health standards at FFA sites.

Monitoring and supervision

- Support, coordinate and participate in joint-rapid needs assessment, beneficiary targeting, verification and registration exercises with local cluster approaches and active participation of local partners;
- Conduct regular planning and review meetings with the project frontline staff and local partners and document lessons learnt and provide feedbacks to Field Manager and the FSL Technical Specialist
- Together with the project staffs and partners sets project quality standards and action steps and monitor the performance accordingly;
- Conducts regular supervision and closely work with the field workers at FFA sites;
- Ensures that the allocated resources are timely mobilized and properly used on the site;
- Makes sure the food resources of the organization goes to the appropriate and needy direct transfer and public work participants of the community with all the required quantity and quality
- Resolve technical problems/and other issues that field workers and partners face with in his capacity and if not report to the project office for support

- Ensure the project has a MEAL plan in place with appropriate tools in use, with any issues or gaps reported to the MEAL team
- Ensure submission of Target versus Actual reports on a monthly basis
- Ensure beneficiary feedback responses are actioned.

Representation and Networking

- Explain the SCI operational approach to key stakeholders and work to ensure their buy-in
- Provide regular updates to the relevant stakeholders in the Abyei Administrative Area(AAA)
- Keeps up to date with the development in the sectors, including best practices examples in country and ensure ongoing personal development and learning;
- Represents SCI at area levels and participate in local Food Security and Livelihoods Cluster as well as other coordination forums with the government and other NGOs
- Represent SCI to the donor as requested by the line management.

Reporting

- Serve as the primary focal point for FFA Technical reporting as well as internal SCI reporting
- Work to ensure timely reporting in line with the SCI and WFP time-frames using agreed reporting templates
- Reviews reports from project field team and contributes consolidated data for project level reports to the Field Manager as required by SCI and the donor

Staff Supervision, Coaching and Team Building

- Supervise Field Engineer, Food for Assets Supervisor and Distribution Officer and provides technical and operational backstopping
- Ensure that staff under his/her management set up their performance objectives which are regularly reviewed in line with the SCI performance management cycle
- Ensure that staff are provided with adequate learning and training opportunities in line with the needs of the project, their role and their performance capacity building plan
- Ensure staff adherence to core humanitarian principles and SCI Code of Conduct in their day to day duties.

Other

- Ensure that a project file is in place with all relevant programme documentation
- Perform other duties as assigned;
- Carry out the responsibilities of the role in a way which reflects Save the Children's commitment to safeguarding children in accordance the Child Safeguarding Policy
- Perform duties in line with all SCI policies and guidelines including Fraud and Dishonesty, the Code of Conduct and safety and security guidelines.

SKILLS AND BEHAVIOURS (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