

26<sup>th</sup> November, 2020.

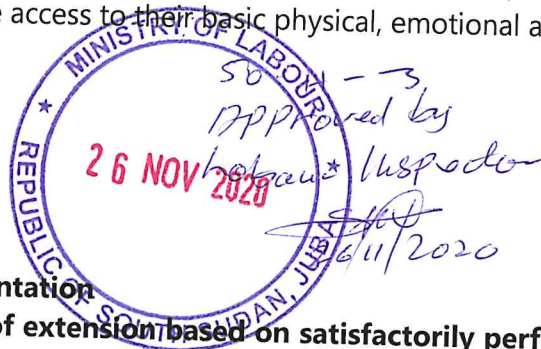


**Internal and External Job Advertisement**  
VA – NO: SCI/HR/20201126–Field Manager

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: -

<b>Job Title:</b>	<b>Field Manager (01)</b>
<b>Location:</b>	<b>Torit Feld Office</b>
<b>Reports to:</b>	<b>Head of Programme Implementation</b>
<b>Contract period: and funding.</b>	<b>12 Months – with possibility of extension based on satisfactory performance</b>



**Staff directly reporting to this post:** Program staff, Logistics, Admin/HR and Finance officers. A security officer and MEAL officer will have a dotted reporting

**JOB PURPOSE:**

The Field Manager will provide leadership and management oversight of Save the Children's programme in one of field offices in South Sudan. 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. The Field Manager will actively contribute to the country strategy 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 bases. The Field Manager will be an effective representative of Save the Children to local authorities, communities, INGOs and NGOS, and other stakeholders.

**KEY AREAS OF ACCOUNTABILITY:**

**Operations:**

- Maintain an oversight of the humanitarian situation on the area of responsibility ensuring that program strategy, development and implementation is orientated to need and that gaps are addressed
- Contribute to project design ensuring that new proposals are in line with area strategy, feasible and adequately resourced and support sectoral assessments where necessary
- Ensure effective coordination and communication flow between departments (thematic and support) to ensure efficient program delivery and a constructive and supportive working environment
- Ensure timely and quality reporting from all departments and detailed analysis of program status, constraints and mitigating factors
- Lead the Field Management Team to ensure the smooth day-to-day running of field operations and ensure that programme plans are clearly prioritized and communicated to the support team effectively
- Ensure appropriate participation of staff in field office/program management and decision making through chairing Field Team meetings and raising issues to the Ops Manager
- Ensure that complaints from beneficiaries/communities are resolved in a timely manner or reported to the Director of Programme Operations for support





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- Ensure that complaints from beneficiaries/communities are resolved in a timely manner or reported to the Director of Programme Operations for support
- Work with the Ops Manager to ensure that relevant contingency planning is developed and feed into emergency preparedness initiatives or responses
- Create and maintain a master budget for Jonglei state and contribute to area management plans/strategies.

### **Program/grant management:**

- Oversee the management of all programmes operating in Jonglei state, ensuring that programs are delivered according to grant agreement requirements, recognised 'humanitarian and Save the Children standards'
- Ensure that activities are appropriately planned and resourced, with work plans, procurement plans, and phased budgets in place for each project and that progress is systematically monitored on a monthly basis against targets for both budgets and programmatic targets and issues are flagged for support in a timely fashion
- Ensure that kick off and close out meetings are held at the field level
- Ensure that all grants have effective monitoring and evaluation systems and a system of learning and feedback is in place for the field office; actively engage in regular programme monitoring
- Ensure that internal and donor reporting is of high quality, timely and informs managerial and strategic decision making.

### **Coordination of Systems Institutionalization (Human Resources, Finance and Field Operations):**

- With the support of the Ops Manager and relevant Directors, ensure appropriate compliance with systems and procedures (procurement, fleet, warehousing, finance, HR, admin, etc.) in the field offices
- Manage the Torit field office, guesthouses and any sub offices, vehicles and other assets, and ensure Save the Children's assets are used according to Save the Children policy and in line with the goals of the program
- Demonstrate compliance and leadership with Save the Children policies and practice with respect to child safeguarding, code of conduct, health and safety, equal opportunities and other relevant policies and procedures
- Ensure that all field staff have a clear understanding of Save the Children mission, vision and values, organizational goals, which are in turn reflected in programme planning, implementation and staff conduct.

### **Staff Management:**

- Collaborating closely with the Ops Manager and Human Resources (HR), ensure appropriate staffing within the field team, including through leave tracking and timely recruitment
- Ensure application of Country Office Performance Management Systems, including on-going feedback and periodic reviews based on clearly defined objectives and staff understanding of their responsibilities
- Help identify learning needs for the Save the Children team and assist in the organization of training sessions for staff, partners, local authorities and community members. Actively engage in capacity building where possible
- Contribute to constructive working relationships between teams and team members and identify ways that all teams and team members are able to contribute positively to common goals.

### **Security management:**

- Maintain clear overview of the political, legal and security context and ensure effective security management on field sites



- Ensure that security incidents are duly reported, information is effectively collected and exchanged with staff and other organisations
- Assist in the development of security procedures and protocols for the field and ensure an understanding and adherence to them
- Ensure staff are trained in, and comply with, security procedures and protocols and flag to the Ops Manager any capacity gaps.

#### **Representation:**

- Represent Save the Children to local authorities, donors and members of the humanitarian community
- Establish and maintain contact with all key actors relevant to programme implementation (government, ministries, UN and NGOs) in the local area and share programme successes and challenges
- Support visits by donors, Members, CO staff and other visitors.

#### **Other**

- Tasks as assigned by line manager.

### **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

#### **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:**

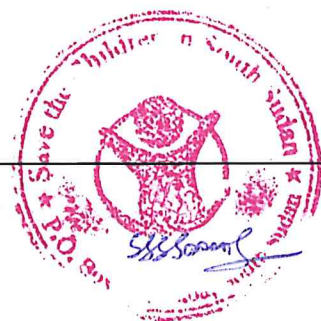
- Honest, encourages openness and transparency

### **QUALIFICATIONS AND EXPERIENCE:**

#### **Essential:**

- At least 3 years/substantial experience working in management with a humanitarian/ development organisation
- Skills and experience in project/programme implementation, monitoring, review and evaluation including budget holding responsibilities
- Substantial people and programme management experience with good interpersonal skills and ability to communicate at all levels
- Substantial experience in office management with a good understanding of logistics, HR and finance procedures
- Solid experience in grant management, including budget holding and donor reporting
- Substantial understanding or proven experience of security management issues
- Representational, political awareness and advocacy skills
- Experience of working with partners and a participatory approach
- Able to work to tight deadlines with minimal supervision
- Fluency in written and spoken English and computer literate
- Commitment to and understanding of Save the Children's aims, values and principles.

#### **Equal Opportunities:**





- The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

**Child Safeguarding:**

- 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.

**Health and Safety:**

- The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

**FURTHER INFORMATION & HOW TO APPLY:**

Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, and ONLY Copies of Academic documents & relevant certificates. To [Jobs.southsudan@savethechildren.org](mailto:Jobs.southsudan@savethechildren.org) or hand deliver at the HR Office in the SCI Field locations. Applications will also be received at save the children office at Hai Malakal Head Office before closing date of: **16<sup>th</sup> December, 2020 by 5:00 PM.**

*The position must be clearly indicated in your subject-line or envelop. Applications will be screened on a rolling basis.*

**Please note that:**

- This position is open to all SCI internal and External applicants.
- Female Candidates are encouraged to apply!
- Only candidates who meet the selection criteria will be contacted.

