



Save the Children

13 June 2024

Re-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: Project Manager – GCF Design

Location: Juba

Reports to: PDQ Director

Contract Period: 4 months

CHILD SAFEGUARDING:

Level 3: the post 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 country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.

ROLE PURPOSE:

SCI South Sudan requires the services of a highly qualified individual to project manage the development of the Climate and Education Project (henceforth 'BRACE') design team and manage the proposal development. The applicant is required to have strong experience in project management and business development including excellent skills in coordinating multiple teams and inputs, project and time management, budget management, communication management, high attention to detail and quality, and knowledge of donor requirements.

The Project Manager will be line managed by the SCI Head of Business Development and will sit in the SCI South Sudan PDQ team. The Project Manager will manage a Project Coordinator, have a dotted line to the different Technical Leads. additional consultants for specific assessments and analysis, and will coordinate inputs from the SCI South Sudan technical team and member staff (Save the Children UK and Australia).

SCOPE OF ROLE:

Reports to: PDQ Director

Staff reporting to this post: None

Direct: 0

Indirect: Protection, Health, Nutrition, FSL, WASH and Ministry teams

Budget Responsibilities: Some





Role Dimensions:

About: For 100 years, Save the Children has been making a difference in children's lives in more than 120 countries. We are the world's largest independent child rights organisation, underpinned by a vision of 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 is an organization for talented people with different backgrounds and perspectives. We are proud that our people are representative of the children we work with and we thrive on our diversity. We are an equal opportunity organisation dedicated to our core values of Accountability, Ambition, Collaboration, Creativity and Integrity. Our culture is embedded in these values, along with a strong commitment to our Child Safeguarding Protocol, ensuring that all representatives of Save the Children demonstrate the highest standards of behaviour towards children both in their private and professional lives. In South Sudan, we implement programmes in Child Protection, Child Rights Governance, Education, Food Security and Livelihoods, Health and Nutrition. We save children's lives. We fight for their rights. We help them fulfil their potential.

Role Dimensions:

This role will contribute towards Save the Children's Child Protection strategic objective that '*All girls and boys have increased access to child protection services and violence against children is reduced by 2021*' and towards Save the Children's global breakthrough 2030 '*Violence against children is no longer tolerated*'.

KEY AREAS OF ACCOUNTABILITY:

Below is a non-exhaustive summary of anticipated tasks to be undertaken:

- Provide overall coordination and project management for the development and finalisation of the proposal package to enable submission to GCF
- Manage and oversee the design phase of the GCF project to ensure timely delivery of planned design activities, including monitoring against work plan and budget; relationship and performance management of consultants; identifying any additional resourcing needs and coordinating with the logistics team to put in place a sensible phased procurement plan.
- Work closely with the technical lead to ensure a unified vision and understanding of the project proposal.
- Provide administrative management for the consultancy team including the Technical Lead.
- Support with procurement and management of additional consultants, including developing Terms of Reference with SCI South Sudan and Aus; supporting supply chain and procurement processes; task management; and leading meetings.
- Act as SCI South Sudan focal point for administrative GCF design-related processes, coordinating SCN and SC Australia technical reviews and approvals as required.
- Support development of SCI South Sudan's relationship with key government and partner stakeholders, planning and facilitating workshops and meetings as required. SCI South Sudan's Senior Technical Advisors and the Technical Lead will lead technical discussions.
- Work with the South Sudan Country Office and SCN in managing and monitoring design funding from GPE
- Oversee and manage consultant(s) delivery of activities, including:
 - o Feasibility study
 - o Funding Proposal
 - o Economic and financial analysis





- Implementation timetable including key project milestones
- Environmental and social safeguards report
- Gender Equality and Social Inclusion assessment and action plan
- Monitoring and evaluation plan
- Maps of the intervention locations
- Lead administrative and coordination support of internal stakeholders to deliver activities including:
 - Detailed budget plan
 - Summary of consultations and stakeholder engagement plan
 - Co-financing commitment letters
 - Procurement plan
 - Enlisting a law firm to conduct legal due diligence
 - Working with National Designated Authority of Government to endorse the project
 - Working across CO and Member on JORT, ARA, Child Safeguarding Risk Assessment, Gender Equality Marker and Partnership Assessment Tool.
- Ensure information management and timely electronic filing of all proposal documents on the project SharePoint site

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

- **Degree or diploma in international development, social sciences of a relevant field**
At least 5 years work experience in New Business Development

EXPERIENCE AND SKILLS





Key skills and experience

- Proven experience project management in development contexts, preferably with solid experience with Save the Children internal processes and focus areas.
- Experience in research and monitoring and evaluation methodology and analysis (qualitative, quantitative, participatory) including design of systems and tools, development project management, data analysis and report writing.
- Proven Experience in managing multiple stakeholders (Government, partners, consultants, members, CO) effectively to successful achieve project goals and deliverables.
- Proven Experience in managing relationships with high-value consultants, including holding external consultants to account in planning and execution of deliverables to a high quality.
- Excellent written and oral communication skills including proven success in ability to present ideas and concepts effectively and persuasively.
- Excellent analytical and project management skills including demonstrated ability to set and manage priorities and multiple tasks.
- Excellent attention to detail, organized and process oriented.
- Great communication skills and ability to establish and maintain conducive collegial relations and perform effectively as a member of a team.
- Willingness to travel and work in hard-to-reach areas, occasionally under strenuous conditions.
- Highly developed cultural awareness and ability to work.

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.

Safeguarding our Staff:

- The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy

Health and Safety:

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

MANAGEMENT AND LOGISTICS

Save the Children South Sudan will be responsible for contracting and managing the Project Manager who will report to Save the Children South Sudan Head of Business Development. There is no international travel associated with this position.

CONFIDENTIALITY

All data collected during this exercise will become the property of Save the Children and will not be shared with third parties without the express permission of Save the Children.

OTHER

- Save the Children is committed to ensuring a safe environment and culture for all children with whom we come in contact during the course of our work. The SPM will be required to comply with Save the Children's Child Safeguarding Policy and sign the Code of Conduct





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.

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.

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://scicareers.oraclecloud.com))

Please attach the following documents

1. Application letter/Cover letter
2. South Sudanese National ID
3. CV
4. Education Qualifications/ Transcript and Certificate.

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 difficulty to access the link, please come to Save the Children International head office Juba Hai Malakal or SCI Field Offices for HR Technical support

Deadline for submitting applications: 4th, July, 2024.

Cc: MoJobadvert@gmail.com: (National Ministry of Labour email Address Juba)

