

**SAVE THE CHILDREN INTERNATIONAL
JOB DESCRIPTION**

The following provides guidance on development of job descriptions. This guidance should be used when completing the job description Template. (Please use font Arial size 11)

JOB TITLE: Project director	
TEAM/PROGRAMME: Family Care First Initiative Cambodia	LOCATION: Phnom Penh with frequent travel to other project sites
GRADE: (please leave this blank)	Type of Contract: Permanent <input type="checkbox"/> Fixed Term <input checked="" type="checkbox"/> <i>(double click over the relevant box and select 'checked' to insert a cross)</i>
<p>CHILD SAFEGUARDING: (select only one) <i>(This section explains the level and type of contact the post holder may have with children. These levels are determined in accordance with our Save the Children Child Safeguarding Policy. Select the level applicable to the post and delete the levels that are not relevant to the post holder). Please check with HR for further clarification</i></p> <p>Level 3 - a CRB check (enhanced level) or equivalent overseas police check will be required as the responsibilities of the post require that:</p> <ul style="list-style-type: none"> • you have contact with children and young people either frequently (once a week or more) or intensively (four days in one month or more or overnight), or; during Country Programme visits. • you are responsible for implementing the vetting process, or; • you manage people in Safeguarding level 3 jobs, or; • you work overseas; • you are a Trustee. 	
<p>COMPANY PROFILE <i>(when JD is for a new recruitment)</i></p> <p>Save the Children is the world's leading independent organisation for children. We work in 120 countries. We save children's lives; we fight for their rights; we help them fulfil their potential.</p> <p>We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.</p> <p>We have over two million supporters worldwide and helped 17.4 million children in 2014 through programmes in health, nutrition, education, protection and child rights, also in times of humanitarian crises.</p> <p>Most of our international programmes are delivered through a merged operation with 20 000 staff, managed through seven regional hubs and reporting to a relatively small, central office. We're changing to become more efficient, more aligned, a better partner, a stronger advocate, a magnet for world-class people and relevant for the 21st century.</p>	
<p>ROLE PURPOSE:</p> <p>The Project Director will lead FCF staff, NGO partners and work closely with the Cambodian government's Ministry of Social Affairs, Veterans, and Youth Rehabilitation (MoSVY) and in concert with the Family Care First Cambodia Coordination and Information Hub (facilitated by the Global Alliance for Children), to oversee the activities of a consortium of implementing partners. The overall project will focus on four key objectives: government systems strengthening, direct response through developing a strong social welfare workforce, prevention of child-family separation and the transformation of the dominate care model. Activities delivered under this project will deliver critical programmatic learning and establish a model for collective action toward an ultimate desired impact of <i>reducing the number of children living outside family care in Cambodia by 30% in 5 years.</i></p>	

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(Standard text when role may be required to offer support in a humanitarian emergency situation) In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal job description and be able to vary working hours accordingly.

SCOPE OF ROLE:

Reports to: Director of Programme Implementation

Staff reporting to this post: (use this section to indicate the number of staff the Post holder will be responsible for & include & update organigram below)

Direct: 9

Indirect : 26

Budget Responsibilities: 2-3 million USD per year

Role Dimensions: (e.g. complexity, relationships, communication with stakeholders)

Project Director: Strategic focuses for the project are: 1) government systems strengthening, 2) direct response through developing a strong social welfare workforce, 3) prevention of child-family separation and the transformation of the dominate care model and work closely with UN, NGOs, INGOs, counterparts, donors, government Authorities etc. who are linked to USAID project and Save the Children staffs and Members.

KEY AREAS OF ACCOUNTABILITY :

Strategic Project Management

- Ensure good coordination and collaboration between partners in FCFC consortium, and with the wider civil society, international community, government agencies and networks working on child protection in Cambodia.
- Facilitate coordination between relevant child protection actors in Cambodia including: grassroots organisations, Community Based Organisations (CBOs), NGOs, UN, and the Government of Cambodia.
- Work closely with existing networks and groups related to child care reform in Cambodia to ensure strong integrated programing.
- Contribute to the development, review and revision of the project strategy under the supervision of the director of programme implementation and technical support from child protection specialist and advisors. This will include participating in the development of technical strategies in relation to the projects four key objectives listed above and work plans, monitoring programmatic, financial and administrative performance for the USAID project, supervising and ensuring that standard project administrative and financial procedures, are followed and maintaining effective communication with the USAID team;
- Ensure the quality of key programmatic interventions related to Family Care First
- In conjunction with the Senior Management Team (SMT), the child protection specialists, and under the technical supervision of the director of programme implementation, lead the Project Team in developing the Project's overall annual plan according to Save the Children guidelines, and ensuring effective delivery of the Project and engage in development and presentation of proposals;
- Oversee the overall implementation of the different activities by Project Staff with direction and support from the SMT;
- Lead in compiling the Project's reports as required by USAID and Save the Children;
- Liaise with USAID post and partners (Global Alliance for Children (GAC), MoSVY) to ensure coherence of the programme strategy and overall implementation.

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Operations

- Work with the Area Managers, programme coordinators, and project team to ensure smooth day-to-day running of field operations and ensure that project plans are clearly prioritized;
- Strategically identify capacity gaps and arrange for appropriate training of project team and partners to adequately equip them with the skills and knowledge required to accomplish their responsibilities
- Work closely with the area managers in project locations to ensure adequate support in Logistics, Procurement, Administration and Construction to deliver the project effectively at a high standard.

Oversight of Project Management

- Ensure that Project opening and closure meetings are held, and work with Field Managers to ensure project activities are planned and supervised, risks identified and managed to ensure smooth implementation;
- Ensure that the Project is technically sound contributing to the overall objectives of the programme.
- Oversee and ensure that the project has effective monitoring and evaluation systems in close collaboration with the MEAL team;
- Liaise with the Finance Manager and FAMC to ensure that accurate project expenditure reports are produced monthly and disseminated to project staff for their review;
- On a quarterly basis, review project budgets to ensure that project spend is on-track, budgets are re-phased and spent within donor budgets and expenditure guidelines, and no-cost extensions/cost extensions are requested in a timely way (if need be);
- Review and finalize project reports ensuring that donor guidelines are followed and high standards met, prior to submission to the Directors of Programme Implementation and FAMC.
- Build and maintain relationships with relevant networks and award management staff to ensure that adequate attachments appear on AMS (including sub-agreements).
- Ensure all donor requirements are met and there is a complete audit trail of the implementation and reporting.
- Ensure that key contributing staffs have a clear understanding of donor requirements and expectations at the proposal, agreement, kick off, implementation, amendment, reporting, close out and audit stage.
- Ensure potential issues and amendment requests are flagged promptly to donors and SMT.

Finance

- In conjunction with the Field Managers, ensure that systems are in place in the Project Areas, for the control of all assets, funds, equipment, property, and facilities; submitting timely financial reports to USAID through FAMC as required.
- Ensure that effective systems are put in place, and regularly reviewed, to allow adequate financial management and control in the Project Area including:
 - Annual accounts and tax statement preparation;
 - Accounting and management information systems;
 - Cash and cash flow management and control;
 - Expenditure procedures;
 - Documentation of all controls and procedures.
- Support budget holders as appropriate in the Project Area, in making decisions regarding budget allocations and alerting the Director of Operations and Country

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Director and other Departments Managers to any issues which may arise.

Human Resources

- Ensure with support from SMT, appropriate staffing of the Project, planning and implementing specific actions to recruit, manage and motivate Project staff;
- Ensure appropriate gender and ethnic diversity within the Project team;
- Ensure that Project staff have clearly defined objectives and understand their responsibilities. Ensure compliance with staff development strategies and Performance Management systems and evaluations.

Representation

- In coordination with relevant PDQ team members and FAMC, establish, maintain, and improve active and regular working relationships in representing the principles and work of SC to representatives of other organizations (UN, NGOs, INGOs, counterparts, donors, government Authorities etc.) who are linked to USAID project.

Reporting and learning

- Produces monthly, quarterly & annual reports of the project based on donor requirements and other reports that may be required by Save the Children for advocacy and media purposes.
- Document all lesson learnt from all partner implementation and other countries and create space for project team and partners to ensure that all lesson learnt are shared and applied in its own project

SKILLS AND BEHAVIOURS (SCI Values in Practice) *(need to explain and update our values according to the role) Does this mean they have to add a sentence under each value and bullet?*

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

- Master's degree in management, international development, administration, child protection,

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- or other social sciences
- Commitment to Save the Children’s Child Safeguarding and other global policies, and to Save the Children values.
- Good knowledge of care system in Cambodia is an advantage
- Strong understanding of the UN Guidelines for the Alternative Care of Children and commitment to family based care
- Practical knowledge of current thematic issues and debates regarding child protection in developing countries, and of the major institutional donors
- Excellent understanding of rights based/child rights programming
- Willingness to travel regularly and for prolonged periods to the field

EXPERIENCE AND SKILLS

(Define the experience and skills required for satisfactory job performance, these are in two categories such as ‘essential’ and ‘desirable’)

Essential

- Extensive practical senior management experience preferably in child protection programmes, and in Southeast Asia;
- Experience of delivery in USAID program/project implementation
- Experience in, and a commitment to, the implementation of robust Performance Management and staff capacity building and development;
- Experience of developing effective working relationships including successful advocacy and influencing with a range of stakeholders from government agencies, international organisations, donors, academics and opinion-leaders, to community based and grass roots organizations
- At least 3 years of experience of managing the project cycle, including assessments, project design, proposal and report writing, implementation, monitoring and evaluation;
- Strong, demonstrable, financial management skills, particularly in budgeting and reporting
- Highly developed research, analytical, monitoring and evaluation, and report-writing abilities;
- Strong communication, people management and interpersonal skills in English, with experience in leading multicultural, multi-location, values driven teams;
- Excellent planning, coordination, and reporting skills, with the ability to organise a substantial workload comprised of complex, diverse tasks and responsibilities;
- Computer literacy, particularly in Word, Excel, and PowerPoint;
- Fluent in English.

Desirable

- Khmer language skills an advantage

Additional job responsibilities

The job duties and responsibilities as set out above are not exhaustive and the post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

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

Health and Safety

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

JD written by: Henk van Beers	Date: 8th of September 2015
JD agreed by: Ranjan Poudyal	Date: 8th of September 2015
Job Description updated By:	Date:

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Evaluated:

Date: