

**SAVE THE CHILDREN INTERNATIONAL
ROLE PROFILE**

TITLE: Project Manager of “Child’s rights in coffee sourcing sector” Project	
TEAM/PROGRAMME: Child Rights Governance	LOCATION: Ha Noi with frequent travel (at least 30%) to project sites (Dak Lak province)
GRADE: (please leave this blank)	CONTRACT LENGTH: 36 months
<p>CHILD SAFEGUARDING: (select only one) Level 3: the post holder will have contact with children and/or young people <i>either</i> 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 country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
<p>ROLE PURPOSE: This position is responsible for overall project planning, implementation and management and for achieving project’s objectives of the Child’s rights in coffee sourcing sector Project in Dak Lak province. The post holder is expected to work in close coordination with Child Rights Governance Program Manager and local partners to ensure effective, efficient and cost-sensitive implementation of the “Child’s rights in coffee sourcing sector” project (in short, CRBP) activities in the assigned geographical locations.</p> <p>This post is also expected to ensure that the project activities are consistent with SCI and Members’ programming principles and approaches, draw on good practices and lessons learned, enable children to attain their rights and are compliant with donor regulations.</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>SCOPE OF ROLE: Reports to: Child Rights Governance Program Manager Staff reporting to this post: Project Officer (and Project Assistant, Project Intern) Direct: Indirect: No Budget Responsibilities: 200,000 EUR per year (totally 600,000 EUR for three years). Role Dimensions: Coordinates with staffs in other thematic areas, Awards team, Finance and support services team (HR, Procurement and Supply Chain, Finance, IT), Program Development and Quality (MEAL, Communication and Advocacy, Technical experts), Donors, SC Members, partners (government and other NGOs networking).</p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <p>1. Management of CRBP project: Management of project activities</p> <ul style="list-style-type: none"> – Oversee the management CRBP project – Directly manage the sub-grants agreements of partners to ensure effective program implementation; – Provide support and supervision to CSO partners to ensure quality, participatory, effective, efficient and cost-sensitive planning, implementation, monitoring/ reviewing, reporting and evaluation processes of the CSO program activities in the project areas, with and by partners; – Develop Project Detailed Implementation Plan (DIP), Budget Phasing, Procurement Plan and ensure they are match to each other. Regularly review these plans and make necessary adjustments if needed. – Liaise and manage relationships and contacts with key project partners including provincial government agencies and local partners; – Apply and documentation of Quality Benchmark using to ensure the quality of the project. 	

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- Ensure the achievement of operational and program quality KPIs.

Staff management

- Provide direct supervision to Project Officer (and Project Assistant/ Intern) to ensure the project team works productively in field implementation;
- Work together with project team's members to identify clear performance objectives for each member including capacity building, support and motivate them to develop and implement their plans to achieve their objectives.
- Provide direct coaching and mentoring to project staff in the implementation of project activities and facilitate their technical capacity building.

Financial management

- Ensure the effective and efficient use of all Save the Children resources in order to keep cost-efficiency of the actions;
- Manage project budgets including developing, reviewing, cash forecast, and phasing budgets;
- Reviewing monthly financial reports and listing of project expenditures.
- Monitor partners' budgets, burn rate and advise Program Manager of any anticipated problems;
- Facilitate the delivery of direct finance and procurement management support to implementing partners by integrating finance and procurement orientation during kick-off meeting with partners, organizing a regular finance visit and if needed organizing a finance and procurement training to partners during project implementation.
- Ensure that SCI finance and procurement policies and procedures are strictly followed by project staff and implementing partners.

Monitoring and evaluation

- Lead project-level M&E, including regular monitoring visits to partners and the project mid-term review and end line study to ensure project activities are implemented as per work-plan;
- Lead development of case studies and other project materials;
- Maintain database, records for case studies, photos and other data for project planning and documentation;
- Collate reports from project partners, Project Officer (and Project Assistant) and produce the regular internal and donor reports as well as project updates for submission to senior managers.

2. Contribution to CRG programme development

Technical assistance

- Ensuring project implementation quality and further develop the program in line with Child Rights Governance (CRG) strategic direction and long-term planning;
- Be updated on and follow recent and cutting-edge developments in the international and national community in regards to CRG issues;
- Provide technical assistance in terms of Child Rights in Business Principles, Child Participation, CRG integration with Education and Child Protection and Advocacy to staff members and to partners on approaches and implementation methods consistent with acknowledged good practice to achieve sustainable results;
- Support CRG Program Manager with inputs on Country Annual Plan and Country Annual Report
- Actively participate in, and provide inputs to, developing new concept notes/proposals and program strategies;
- Coordinate closely with other sectors especially the advocacy and MEAL team, to provide

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technical management support and contribute to the advocacy efforts in CRG and other sectors as appropriate.

Coordination, representation, advocacy and networking

- Support engagement and communication with Save the Children Member and donor on project progress with thematic lead;
- Support national level project activities, including advocacy and coordination;
- Serve as the main contact to represent the project in operation locations and maintain effective links with local partners at all levels to facilitate implementation, sustainability and scalability of the project;
- Maintain effective links with local partners at all levels to facilitate implementation, sustainability and scalability of the project;
- Maintain effective collaborations with other partners and organizations and related projects in the same provinces for better integration and coordination;
- Build and maintain effective partnerships and networks with relevant technical groups, civil society groups, NGOs, and UN agencies for effective implementation and scalability of the project;
- Regularly coordinate and collaborate with other sector/thematic teams to strengthen programmatic synergies and impact.

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

- University degree in community development, social development or related field;
- Good at project cycle management.
- Good at project financial management
- Good at team leadership
- Good at partnership

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EXPERIENCE AND SKILLS

Essential

- At least 5 years management experience in an NGO environment, including experience in implementing programs for children in development contexts;
- Experience of working with local government and CSO partners;
- Proven technical knowledge and capacity to lead implementation of CRG activities, projects and programs;
- Experience in promotion of Child Participation and ethnic minorities young people, Youth Employment, Gender Equality and non-discrimination of vulnerable children & youth in Vietnam;
- Excellent organisational skills, including time management, ability to meet deadlines and work under pressure;
- Solid experience in knowledge/experience of effective budget monitoring;
- Experience in advocacy implementation;
- Good understanding of challenges facing vulnerable children and communities in Vietnam;
- Ability to work effectively with people of diverse backgrounds, to motivate and inspire team work;
- Ability to analyse information, evaluate options and to think strategically;
- Excellent English language and narrative writing skills: donor reports, proposals development...
- Excellent interpersonal, communication and presentation skills;
- Commitment to and understanding of Save the Children's aims, values and principles

Desirable

- Have a very high level of personal and professional integrity and trustworthiness;
- Be both self-confident and humble;
- Thrive in a fast-paced and fun environment

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.

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.

JD written by: Hoang Thi Tay Ninh

Date: 25 Feb 2020

JD agreed by: Vuong Dinh Giap

Date:

Updated By:

Date:

Evaluated:

Date: