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| **TITLE:** Project Manager, Protection and Child rights promotion | |
| **LOCATION:** Bujumbura, Burundi | **TEAM/PROGRAMME:**  Programme Operations |
| **GRADE:** TBC | **CONTRACT LENGTH:** 1 year  with a possible extension of up to 3 years |
| **CHILD SAFEGUARDING:**  Level 3:  the role 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 in country programs, or are visiting country programs; ore because they are responsible for implementing the police checking/vetting process staff. | |
| **ROLE PURPOSE:**  The Project Manager will be based in Bujumbura overseeing the European Union-funded project on the Protection and promotion of child rights. The Project Manager will also support the government at a national and local level; local partners and CSOs to develop effective Child protection systems and programs as well as build their capacity. | |
| **SCOPE OF ROLE:**  **Reports to:** The Mission Director  **Staff reporting to this post:** Child Protection field teams (national staff), and technical reporting lines of partners (CSOs) implementing this project.  **Budget responsibility:** Child Protection  **Other key working contacts:** SC Italy, MoSGSA, Field staff, Program Manager, Partnership Manager, local Partner organizations and CSOs, Logistics Manager, Finance and Grants Managers, HR Manager, PDQ Director of PDQ, Proposal Development and Reporting Coordinator, another sector Technical Programme Managers and Technical Advisors | |
| **KEY AREAS OF ACCOUNTABILITY:**  **Summary of key functions/accountabilities:**   * Support to project development and planning * Project management, monitoring, and delivery of results * Technical and operational support to project implementation * Networking, partnership building, and local CSO strengthening * Innovation, knowledge management, and capacity building     **Capacity Building and Staff Management:**   * Develop capacity-building plans for the project staff, Government Institutions, and local CSOs ensuring the gradual handover of responsibilities, and supporting the development of these plans for Child Protection staff in the field * Provide day-to-day coaching on technical and program management skills to the Technical Coordinator, and support the dissemination of capacity building to senior Child Protection field personnel * Identify (and where possible, provide) learning and training opportunities for Save the Children staff, government, and local partners/CSOs, and work as a mentor and role model for less experienced staff.   **Project Management**   * Overall responsible for the implementation of Protection et promotion des droits de l’enfance project activities ensuring that services are delivered on time, on budget, and in compliance with donor regulations * Provide technical guidance, in all areas of Child Protection and child rights promotion programming, ensuring that implementation methods are consistent with acknowledged good practices and achieve sustainable results * Ensure the project is implemented in ways responsive to communities, partners, and children in line with Save the Children’s principles, values, and strategic plan and compliant with the European Union and Save the Children’s procedures * Develop the project implementation plan including procurement and distribution schedules of program inputs in line with project logistics/supply chain capacity * Ensure that the local partners and CSOs have work plans in place and follow up with them regularly to ensure that activities are on track * Manage project budget, including phased budgets, monthly budget forecasting, and quarterly budget revisions for the project * Ensure proper and effective use of project resources, ensuring that all resources/assets in the project are managed in line with SC and Donor (EU) policy * Monitor project progress against both programmatic and budgetary targets, adjusting project design as necessary * Prepare timely and high-quality project and donor reports on project activities in compliance with internal Save the Children requirements and EU requirements.   **Partner management**   * Work with the local Partners – SOJPAE and FENADEB to identify appropriate third parties (CSOs) partners for implementation of the Protection et promotion des droits de l’enfance project in Bujumbura, Gitega and Muyinga. * Work with SOJEPAE and FENADEB to support the third parties CSOs partners to develop their project design and proposals * Ensure regular review of SOJEPAE, FENADEB, and third-party CSOs’ progress against the budget and work plan, and support them to alter activities/strategies in light of context changes or operational challenges * Review SOJEPAE, FENADEB, and third-party CSOs’ narrative and financial reporting as well as MEAL data, in line with set internal deadlines for Monitoring, Evaluation, Accountability, and Learning (MEAL) * In collaboration with GoB, SOJEPAE, and FENADEB, undertake the technical aspect of the initial partner capacity assessment, and develop and resource the capacity-building plan for third-party CSOs partners, providing direct capacity-building input where possible.   **Monitoring, Evaluation, and Accountability**   * Develop the project Monitoring & Evaluation and indicator tracking plans, and additional M&E tools as necessary to monitor project progress, with support from the MEAL team * Ensure appropriate, timely, and accurate data collection against agreed indicators to enable both internal and external reporting * Ensure that ongoing project monitoring/learning feeds into alterations to project design * Work with the MEAL team to identify and incorporate project-suitable accountability mechanisms.   **Staff Management, Mentorship, and Development**   * Ensure appropriate staffing within the project team * Support the SOJPAE and FENADEB to ensure that all staff understand and are able to perform their role * Establish performance management of staff through effective use of the Performance Management System including the establishment of clear, measurable objectives, ongoing feedback, periodic reviews, and fair and unbiased evaluations.   **Representation & Advocacy & Organisational Learning:**   * Work together with the GOB Department of Children and Family Affairs to ensure that project activities are aligned, connected and respond to the GOB Policies and priorities * Regularly coordinate and collaborate with other Agencies, GOB institutions, INGOs, NGOs, and local CSOs to strengthen synergies and impact on children * Ensure that referral systems between all sectors and different agencies working in the areas of operation are in place * Represent Save the Children with external stakeholders as requested (working groups, donors) and influence the shape of broader sector strategies through inter-agency coordination forums * Take steps to document lessons learned, from Child Protection programs, for wider dissemination.   **General**   * Demonstrate compliance and leadership with Save the Children policies and practices with respect to child safeguarding, code of conduct, health and safety, equal opportunities, and other relevant policies and procedures. | |
| **SKILLS AND BEHAVIOURS (SCI Values in Practice**)  **Accountability:**   * Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * Holds 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 takes responsibility for their own personal development * Future orientated, thinks strategically and on a global scale   **Collaboration:**   * Approachable, good listener, easy to talk to; builds and maintains effective relationships with colleagues, members and external partners and supporters * Values diversity and different people’s perspectives, able to work cross-culturally.   **Creativity:**   * Develops and encourages new and innovative solutions * Cuts away bureaucracy and encourages an entrepreneurial approach   **Integrity:**   * Honest, encourages openness and transparency, builds trust and confidence * Displays consistent excellent judgement | |
| **QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES:**  **Required**   * Master’s degree in Social Work, Human Rights, International Relations or relevant field, or BA with equivalent field experience * Extensive experience of Child Protection programme management in emergency, fragile state or development contexts and * At least 8 years of experience in the management of development programmes financed by international donors * Previous experience of managing a child protection team at the national level * Previous experience in setting up organizational child safeguarding systems in humanitarian contexts * Experience in remote managing programs in complex settings * Proven capacity to supervise, and coach staff in child protection technical skills and program management * Experience of, and commitment to, working through systems of community participation and accountability * Specific experience in designing and managing EU (INTPA), DFID, ECHO, OFDA, and other major donor projects and understanding of donor compliance * Ability to analyze information, evaluate options, and think and plan strategically * Ability to write clear and well-argued assessments and project reports * Excellent understanding of the Monitoring and Evaluation processes and methodologies – with specific technical training in these areas. Proven ability to represent the organization to donors and other stakeholders * Politically and culturally sensitive with qualities of patience, tact, and diplomacy * Proficient in French and a high level of written and spoken English * Commitment to the aims and principles of SC including willingness to abide by and enforce the Child Safeguarding Policy. In particular, a good understanding of the SC mandate and child focus and an ability to ensure this continues to underpin our support.   **Desirable**   * Experience working and building the capacity of partners on technical issues * Experience or knowledge of working and living in relevant regions/contexts | |