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| **TITLE:**  MYRP II Consortium Director | |
| **TEAM/PROGRAMME:** Operations/Humanitarian | **LOCATION:** Addis Abeba |
| **GRADE**: 2 | **CONTRACT LENGTH:** 1 Year (Renewable) |
| **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:**  The MYRPII Consortium Director directly manages and takes overall responsibility of the deliverables of the MYRP II Program. MYRP II supports the implementation of the national education strategy for IDPs, Refugee and Host communities in Amhara, Tigray and Somali Regions of the Country through strengthening access and quality education for refugee, IDP and host community children in Ethiopia. The Consortium is led by Save the Children, and builds on comparative advantages of a wide range of Education actors operating across disaster affected woredas. The MYRP II consortium includes Consortium members of two other International NGOs (HI, NRC) and Local NGOs (TDA, FAWE, DEC and OWS-DF). The post holder will provide overall leadership and technical direction for the consortia and the program and will work in partnership with the Federal Ministry of Education, regional Education Bureaus and International and Local NGOs that will be involved in programme implementation.  The Post Holder will lead the MYRP II Project and will be responsible for: (i) overall coordination of MYRP II Consortium, (ii) resource mobilization and advocacy; (iii) coordination of steering committee meetings; (iv) overall monitoring, review and reporting processes of the programme, (v) ensuring technical quality standards and a harmonized approach across the entire programme; vi) ensuring strong budget management and compliance with donor and Save the Children Policies and procedures.  MYRP II consortium Director plays a major role in promoting the role of Ethiopia Education Consortium as the sector leader, and influencing the strategies, policies and funding of the education system in Ethiopia (for IDP, refugee and host community contexts). The post holder is leading on high-level representation with the Government, donors and international and national partners and taking leading role in coordination within the Education in emergency sector. The post holder is also leading on advocacy, policy-setting, donor engagement, as well as delivering quality education projects through the consortium with ECW (and other) funding.  S/he is responsible for effective and high-quality planning, implementation, coordination, monitoring and reporting of the MYRP II in Ethiopia , which will contribute to Ethiopia’s overall National Education Plan led by Ministry of Education.  The MYRP II consortium Director will also serve as the key focal point for maintaining strong relationships with ECW and external stakeholders and robust, timely and accurate reporting to ECW, the MOE, as well as to the Education Technical Working Group and the MYRP II Consortium Steering Committee. The MYRP II Consortium Director ensures proper functioning of technical task teams (TTTs) for harmonization of technical approaches and delivery of a high-level technical response across the consortium.  S/he is the budget holder for all the funding and collaborates with Member Office in monitoring and escalating compliance concerns and other programme risks.  MYRP II consortium Director will be a member of SCI Ethiopia’s Extended Leadership Team, and in this role provide strategic advice to Ethiopia Senior Leadership Team. | |
| **SCOPE OF ROLE:**  **Reports to:** Director of Program Operations. The role has strong technical and collaboarative relationship with Director of Program Development and Quality, Education Thematic Director, MEAL Director, New Business Development Director, Safety, Security and Access Director and Director of Advocacy, Campaigns and Communications, Safeguarding head, Director awards and partnership and other SCI teams. S/he works under the overall guidance of the Ethiopia MYRP II Consortium Steering Committee, and the Senior Leadership Team (SLT) at SCI.  **Staff reporting to this post:**  **Direct:**, Consortium MEAL Manager and Finance Manager will directly report to this post.  **Indirect:** All Consortium Partner Program Managers will technically report to this post.  **Budget Responsibilities:** S/he oversees portfolio of MYRP II project in the amount of USD 24 million, implemented by SCI and partners.  **Role Dimensions**: The MYRP II Consotium Director is responsible for managing strong relationships with Federal Ministry of Education (FMoE), MYRP II Steering Committee, Education Technical Working Groups, Regional Education Bureaus, National Education Cluster, Refugee Education Working Group (REWG), ECW Secretariat, SCI SLT and their functional departments, Implementing Consortium Members and other stakeholders and partners. The MYRPII Consortium Director will represent the MYRP II at all necessary national level coordination and donor engagement meetings and ensure strong external and internal representation and engagement. | |
| **KEY AREAS OF ACCOUNTABILITY:**  The Consortium Director will be accountable for the following areas of work, reporting to the Operations Director and in conjunction with two team members: (MEAL Manager and Finance Manager).  **Representation, External Engagement and Coordination**   * Build and maintain strong relationships with ECW Secretariat, implementing partners, MoE, REBs, MYRP II Steering Committee, ETWG, National Education Cluster, Refugee Education Working Group (REWG) other donors and key Education Stakeholders in Ethiopia. * Ensure strategic representation and engagement and robust and accurate reporting to the MYRP II Steering Committees, ECW, MoE, and other stakeholders. * Ensure robust representation of MYRP II at relevant coordination, MYRP II Steering Committee meetings,Education technical working group (ETWG) meetings, National Education Cluster Meetings and other national and field level relevant fora. * Ensure strong coordination among consortium members, MoE, Regional Education Bureaus, and other stakeholders.   **Ethiopia MYRP II Consortium leadership and management**   * Manage and ensure open and transparent grant disbursement processes to consortium members. * Provide strategic leadership to Ethiopia MYRP II Consortium-ensuring continued positioning of the consortium as a thought leader in Education in Emergency sector in Ethiopia. * Ensure functional governance, programmatic and technical coordination mechanisms and structures for the MYRP II both in Addis Ababa and field levels. * Ensure that MYRP II partners are coordinated and represented at coordination and TWG meetings and other relevant fora, and continuously inform and influence the sector, including on the localization agenda. * Facilitate the organisation of regular MYRP II Steering Committee meetings and provide updates/reports by synthesizing key progress and challenges in the education cluster at national level, as well as of MYRPII updates, present issues that require decision making by the Steering Committees and propose actions.   **Programme quality, Planning and Implementation**   * Ensure that the MYRP II education programme is implemented by partners to a high technical quality and standard, aligned to and utilizing inter-agency, national and global education standards with particular focus on Education in Emergencies. * Ensure strong strategic guidance and leadership to MYPR II consortium implementing partners to ensure partners engage and execute the planning and implemention of an agile, coherent, quality and innovative Education programme. * Ensure that implementation of the programme across all consortium partners is regularly monitored, that evidence, results and lessons are documented and communicated and that challenges are tracked and addressed in a timely manner. * Ensure sound and quality financial planning, budget management, monitoring and reporting of all MYRP II awards. * Ensure effective planning, monitoring and performance management systems for tracking program implementation using Prime, Right First Time and Projects on Track dashboards. * Through regular partner and programme monitoring, ensure that programme and partner challenges and limitations are identified and that appropriate SCI team members provide technical and managerial support and capacity strengthening to ensure timely and quality programme delivery. * Ensure that the programme adapts, documents and facilitates the dissemination of findings, best practices, success stories and knowledge gained through implementation of approaches and innovations. * Participate in regular internal coordination and operataional meetings to ensure information sharing, harmonization of approaches and strong coordination with other SCI humanitarian, child protection and education programming. * Ensure donors compliance, including visibility and procurement regulations. * Ensure effective planning, monitoring and performance management systems for tracking program implementation using Prime, Right First Time and Projects on Track dashboards. * Through regular partner and programme monitoring, ensure that programme and partner challenges and limitations are identified and that appropriate SCI team members provide technical and managerial support and capacity strengthening to ensure timely and quality programme delivery.   **Oversight of Awards and Finance Management:**   * Full budget holding responsibilities for overall projects performance of the consortia. * In close coordination with Awards and Finance team, ensure that program implementation is in accordance with awards agreements, completed within time, budget, and quality, and achieves operational and program KPI targets. * Ensure technical and administrative compliance with donor requirements and SCI policies and procedures. * Oversee the development and successful implementation of program work plans linked to indicators and budget for the Program; * Oversee timely expenditure of approved budgets of all consortium members, avoiding both under spending and overspending on grant line items, and implementing plans for expenditure modification.   **Reporting:**   * Ensure that the MYRP II MEAL Manager and partners support the development of timely, evidence-based and high quality periodic technical narrative and financial reports by consortium partners based on clear reporting schedules and reporting guidance and templates. * Consolidate progress updates on implementation of the MYRP II for the Steering Committee, including achievements and gaps, and prepare related reports and periodic updates for dissemination to relevant stakeholders. * Ensure the MEAL Manager provides strong leadership in setting up strong and functional MEAL system and reporting processes for consistent quality monitoring and improvement. The system should be able to analyse the data per each of the projects and project indicators, as well as synthesize it for overall education reporting toEthiopia National Education cluster, Refugee Education Working Group, Ministry of Education, as well as national level advocacy. * Ensure timely fulfilment of all programmatic reporting requirements including donor reports and internal reports such as pipeline analyses and monthly reports. * Oversee narrative and financial reports for donors, ensuring these are of a high quality and submitted for review in a timely manner. * Review the reports of partners and give feedback on the consistency, accuracy and quality of reports.   **Advocacy and resource mobilization**   * Undertake key advocacy with a range of donors in order to mobilize further investment to expand the reach of the project. * Deliver advocacy briefs and other documents as needed, in support of MYRPII resource mobilization and delivery. * Ensure the design and implementation, in collaboration with the SCI Ethiopia and MYRP II partners, of a robust learning agenda and advocacy and communications plan with the aim of contributing to strengthening national level Education Response (including sustainable funding of the response), and defining and advocating for clear pathways for transitions to the Government and local stakeholders in the context of protracted crisis and nexus programming. * Lead MYRP II Consortium Partners in their contribution to good practice, research, advocacy and communications in the sector. * Provide strategic guidance to the MYRP II MEAL Manager in tracking of evidence and learning, produced and shared to showcase impact, durable solutions and support advocacy and learning on good practice and basic needs of affected populations with key Education stakeholders (MoE, GoE, the Education Cluster, donors, Civil Society and communities). * Coordinate with the SCI Ethiopia PDQ, MEAL, Advocacy and Communication teams on the documentation and publication of harmonized good practice, policy recommendations, studies and research and learning. * Support consortium members and implementing organizations to organize coordinated advocacy and local resource mobilization programs at district and school level. * Proactively search for and identify new funding opportunities for Education Sector work in Ethiopia, and strategically preposition for new funding through high level engagement with donors. * In close collaboration with the Director of New Business Development and the SCI Ethiopia PDQ team, review, refine and determine strategies, methodologies and inputs in MYRP II, and other proposal development and programme design. * Coordinate the program design and development of ECW proposal development to donor on behalf of the MYRP II consortium and Education Technical Working Group for approval by both bodies before submission to donor.   **Support to the MYRP II Steering Committee**   * Represent the MYRP II Steering Committee within the education and wider humanitarian and development sectors, in consultation with the MYRPII Steering Committee, MoE and the Education Cluster. * Support the Steering Committee in its coordination and oversight role to the whole MYRP II, **including:** * Providing secretarial support to the Steering Committee including organizing Steering Committee meetings, sending invitations for meetings, preparing meeting minutes and other required documentation. * Ensuring that Steering Committee members are provided with all pertinent information in a timely manner, maintaining updated lists of contacts, records and archive information pertinent to the Steering Committee, and providing other related administrative supports for the Steering Committee to discharge its roles. * Ensure that decisions made by the Steering Committee are communicated through appropriate channels to other relevant stakeholders including MoE, ECW, the Secretariat, MYRP II Consortium Members Refugee Education Working Group and Education Cluster.   **Risk Management**   * Ensure developing and instituting mechanisms for identification, prevention and mitigation of risks within Consortium partners. Ensure regular updates of risk register matrix in collaboration with consortium members. * Ensure roll out of Safer Partnership initiative. * Ensure robust Safeguarding Framework, including Child Safeguarding guidelines, policies and procedures are implemented and monitored at the MYRP II team and activity level and amongst all partners, with strong community accountability mechanisms in place.   **People management, mentoring and development**   * To have overall management responsibility for the consortium team in the project, and manage and track all terms of sub agreements with consortium partners, as well as downstream partners. * Ensure the recruitment and training of staff as appropriate; ensure availability of and support appropriate professional development opportunities for staff in the project * Incorporate staff development strategies and Performance Management Systems into team building process; taking a genuine interest in the professional development of others. * Developing strong relationships with staff and prioritizing their wellbeing. * Inspire, lead and motivate programme teams to deliver on objectives. | |
| **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**   * Post-graduate degree in education planning and management or a related field. | |
| **EXPERIENCE AND SKILLS**  **Essential:**   * A minimum of 10 years’ experience working in education programmes, and a minimum of three years working in humanitarian context (refugee/IDP/Returnee response or post conflict setting). * Strong leadership, management and coordination skills, including at least five years of experience in leading a large, complex programme and team. * Knowledge of current global and regional evidence and research within the education sector; with a preference for knowledge of refugee education. * Excellent knowledge of education in emergencies programming and links to long-term programming, including standards, policies, frameworks, and relevant networks and stakeholders. * Recommended a minimum of eight years of relevant experience in working with donors, managing large projects, budget and various team members at senior level. * Strong experience working in a partnership model and establishing and maintaining coordination and communication systems at inter-agency level and with the Education Cluster, and other clusters. * Proven experience of developing and managing high quality, innovative and cost-effective technical education projects in complex environments, preferably in Ethiopia and with International NGOs. * Proven experience and skills in research and advocacy and influencing institutional, private and/or corporate donors and writing up high quality donor reports. * Experience of working with local/national governments and capacity building of systems, partners and staff. * Highly developed interpersonal and communication skills including influencing, negotiation, coaching and capacity building as well as ability to work with culturally diverse teams. * Experience in management of finance and budget monitoring and risk management at least for eight years. * Experience of solving complex issues through analysis, definition of a clear way forward and ensuring buy-in. * Highly numerically articulated with a track record of data manipulation and reporting systems. * Highly diplomatic with strong oral and written communication skills (English).Commitment to Save the Children values.   **Desirable**   * Substantial experience in humanitarian context. * Cluster coordination training and / or experience. * Demonstrable understanding of ECW guidelines as well as other donors. * Ability to coach and mentor partners.  |  |  | | --- | --- | | **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. | | | **JD written by: DPO** | **Date: 01/08/2024** | | **JD agreed by: Country Director** | **Date:** | | **Updated By:** | **Date:** | | **Evaluated:** | **Date:** | | |