

ROLE PROFILE

<b>TITLE:</b> Project Director, Climate-resilient Healthcare and Wellbeing for Communities in Southern Malawi	
<b>TEAM/PROGRAMME:</b> Operations	<b>LOCATION:</b> Malawi
<b>GRADE:</b> International	<b>CONTRACT LENGTH:</b> Fixed-term (5 years)
<p><b>CHILD SAFEGUARDING:</b>                  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 with country programs; or are visiting country programs; or because they are responsible for implementing the policy, or checking/vetting process or staff.</p>	
<p><b>ROLE PURPOSE:</b></p> <p>Save the Children (SC) is seeking a Project Director for Climate-resilient Health and Wellbeing for Rural Communities in Southern Malawi Project, to be funded by the Green Climate Fund. The five-year project will be co-executed by Ministry of Health (MoH) and Save the Children in Malawi. The project aims to reduce the risk of climate related diseases, strengthen the climate resilience of the healthcare infrastructure and build capacity of healthcare staff and communities on responding to the health impacts of climate change. It is a foundational health systems strengthening project for the MoH to start addressing its climate and health ambitions articulated in the Health Sector Strategy III.</p> <p>This senior leadership position will provide overall strategic direction in the setting up, management, implementation, and overall quality assurance of the project. The Project Director will report into Save the Children Malawi's Country Director, with a dotted line to the Principal Secretary of Health at the Ministry of Health. The Director will report to a Project Steering Committee comprised of Principal Secretaries across a number of relevant Ministries, as well as health and climate civil society network leads. The Director will also ensure that the project regularly interacts with and benefits from the guidance of a Technical Advisory Committee, comprised of Health and Climate Change Core Team, private sector co-financers ( GSK, Foundation S), WHO, CHAI and FCDO.</p> <p>The Project Director will manage staff in the National Project Management Unit as well as oversee six regional level management units in the implementation districts, all of which will include government seconded staff and partner organization staff. The Project Director will also liaise with the Health Sector Joint Fund to ensure effective management of the project funds channeled to the MoH.</p>	

**SCOPE OF ROLE:**

**Reports to:** Country Director

**Staff reporting to this post:**

This position will directly manage four staff members in the national project management unit and oversee a project team of around 50 staff across six district project management units, including government seconded and partner staff.

**Budget Responsibilities:** Manages project budget of USD \$37 million.

**Role Dimensions:** A complex and diverse role in a networked membership organisation involving management of personnel, finances, operations, technical implementation, and partnerships in six climate vulnerable districts in southern Malawi.

**KEY ACCOUNTABILITIES:**

**Project Set up and Inception**

- Lead on the setting up of the project structures such as the Project Steering and Technical Committees and Grievance Redress Mechanism
- Lead on setting up of the national project management unit, as well as the six district management units
- Lead on preparation of detailed implementation plan, phased detailed budget, MEAL plan with the involvement of key project and partners staff
- Lead on the recruitment, induction and placement of project staff
- Lead on the organization of entry and kick off meetings alongside MoH with primary focus on orient implementing partners and involved staff about the project details, implementation and MEAL plans, donor compliance requirements, management arrangements, review and reporting requirements etc.
- Lead on finalization of the project agreements and systems set up with GCF, MOH and partners

**Project Management**

Lead the project team to deliver the project on schedule and budget ensuring the project

- support functions (finance, human resources, procurement, and administration) are working effectively and efficiently Ensure achievement of project objectives as detailed in the project proposal and guidance, in line with GCF and SC guidelines
- Ensure the application of sound end to end project management cycle management systems, tools and practices across all implementing partners of the project to ensure compliance and quality in planning and implementation
- Ensure clear communication and close coordination with Project Implementation Unit (PIU), the Government of Malawi, SC UK (award managing office), and SC Australia (donor account holder and Accredited Entity)
- Ensure high quality technical and operational leadership and oversight is in place on the project
- Ensure that measures are taken timely to mitigate project risks as contained in the project risk matrix (PART) and regularly adopted
- Develop strategic plans and annual and quarterly work plans, and provide overall program management in line with GCF guidelines to achieve project objectives
- Ensure that evidence-based and cross-cutting approaches inform and are integrated into project approaches and activities

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- Ensure efficient management of financial resources, including review and approval of program budgets and monitoring of expenditure
- Manage and motivate direct reports to achieve their work plan objectives, to contribute to the achievement of the overall program goals
- Create and sustain a work environment of mutual respect where the project team strives to achieve excellence
- Actively participate as a member of the SC Malawi Senior Leadership Team (ESLT), contributing to country strategic plans

### **Project Monitoring, Reporting, and Compliance**

- Ensure the development and application of systems and tools
- Provide oversight of the Monitoring and Evaluation (M&E) of the project
- Review and ensure, through the PMU Finance Manager, sound budget tracking and reporting of project expenditures and progress, ensuring donor compliance and accountability standards are met (including project audits when required)
- Ensure the proper management of contractors engaged to deliver project outputs
- Review and ensure the quality and consistency of all internal and external reports
- Ensure that project reporting and documentation meet donor quality standards and requirements, and are submitted on-time to the Project Steering Committee, other project stakeholders, and the Accredited Entity (AE) (Save the Children Australia)
- Raise any critical issues or risks to the Project Steering Committee and SC Malawi leadership and follow up on agreed actions
- Establish systems for compliance with programmatic targets and deliverables and lead reviews of program progress against the set objectives on a quarterly basis
- Support the development of strong M&E mechanisms, program monitoring tools, and efficient systems to ensure high quality implementation
- Ensure compliance with GCF regulations and procedures, and Save the Children policies and guidelines

### **Stakeholder Relationship Management**

- Lead team to provide coordination and guidance among multilateral and bilateral partners and other key stakeholders
- Represent SC with partners and key stakeholders, maintain positive relationships with GCF, Malawi ministries and provincial offices, and partners
- Serve as a secretary of the Project Steering Committee, present and share periodic project updates to the committee and ensure the execution of decisions made by the committee
- Establish effective communication and coordination with personnel from the government in order to implement interventions and incorporate country-wide priorities
- Incorporate SC's vision and values and ensure full adherence to SC's Code of Conduct principles

### **Staff Management**

- Build high performing and accountable project team
- Develop and manage effective performance management system for the project team
- Ensure the wellbeing, safety and security of the project team
- Take measures to identify performance gaps and develop staff

### **Health, Safety, Security, and Risk Management**

- Be a role model for safety and security, including complying with all safety instructions and training given at the workplace
- Report all incidents, injuries, and potential hazards in a timely manner

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- Ensure full integration and responsibility for the Environmental and Social Assessment and Residual Risk Management Plan, including appropriate mitigation measures
- Ensure the project’s Grievance Redress Mechanism is fit for purpose and functioning effectively at all times

**Child Protection and Safeguarding Requirements**

- Maintain a safe and positive relationship at all times when working with children and young people
- Comply with SC’s Child Safeguarding Code of Conduct and child safeguarding and protection policies and standards (click here to view further details)
- Respond to any concerns for the safety or wellbeing of a child or adult in accordance with internal reporting and resolution processes including the Grievance Redress Mechanism

**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**

Minimum of Masters degree in climate and health studies, environmental health management, development studies or related disciplines.

**EXPERIENCE AND SKILLS:**

**Required:**

- Minimum 10 years' professional experience designing, managing, and implementing large and complex programs in climate and health areas technical areas
- Demonstrated experience in developing strategic plans on health, health systems, water, sanitation & hygiene (WASH) or related program initiatives
- Experience managing complex health projects
- Prior experience as Chief of Party or Deputy COP, Project Director positions in multi-sectoral health programs for a large international donor (e.g., UN agency, USAID, EU, World Bank, etc.)
- Proven technical knowledge in health systems strengthening and community resilience
- Fundamental understanding of the links between climate and health
- At least five years of senior program experience working and living in a developing country
- Excellent interpersonal skills and demonstrated ability to lead and work effectively in team situations
- Excellent stakeholder management skills
- Creative problem-solving skills with the ability to work effectively in resource-constrained environments
- Excellent oral and written communication skills in English.

**Desirable**

- Experience working in Malawi

**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.

