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| **TITLE:**  **EiE Senior Program Manager** | | |
|  | **LOCATION: Sudan –** Port Sudan **with frequent travel to support the field offices.** | |
| **GRADE**: 3 | **CONTRACT LENGTH: One year** | |
| **CHILD SAFEGUARDING:**  Level 3B:  the post holder will have contact with children and 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 the country programs; or because they are responsible for implementing the police checking/vetting process staff. | | |
| **ROLE PURPOSE:**  The **EiE Senior Program Manager** will oversee the implementation of Education in Emergency (EiE) and Humanitarian programs. S/he will assist in being the operational link between partners at the field and capital levels for monitoring, reporting, representation, and information sharing. This portfolio is very diversified, with multiple donors, including ECHO, SHF, NMFA, EAA, ECW FER, and EiE projects funded through the center.  This position is complex regarding the different types of donors and additional donors' compliance, financial regulations, reporting format, and periods. For this reason, this position is considered very strategic to the CO to ensure all these donors' regulations are well considered and overseen during the implementation. In addition, the EiE Snr Program Manager shall closely coordinate with EUD Senior Program Manager to ensure synergies in the implementing and positioning.  Also, the **EiE Senior Manager** is a critical staff in advising the BD on the gaps that shall be considered in proposals and working closely with the Education TSs to make this happen. | | |
| **SCOPE OF ROLE:**  **Reports to: The Education Director**  **Staff reporting to this post: EiE Roving Coordinator**  **Direct: 1**  **Indirect : 7**  **Budget Responsibilities:** Oversee the budget spending for al projects, review the BvA and attend its meeting, review the budget phasing.  **Role Dimensions**: This role entails a high level of overseeing program management, quality implementation, coordination, monitoring, reporting, advocacy, and innovation | | |
| **KEY AREAS OF ACCOUNTABILITY:**  ***Programme Management:***   * Overseeing EiE programs provide ongoing support, guidance, and leadership to managers and staff working on those programs. * Ensure that Save the Children complies with donor and SCI regulations on all projects, including submitting high-quality and timely reports. * Ensure that all programs have effective Monitoring Evaluation Accountability and Learning (MEAL) practices throughout the program cycle. * Ensure tight financial oversight of the project and thematic budgets, maintaining timely expenditure in line with agreed priorities and donor guidelines. * Build the capacity of staff in program management, technical excellence, and policy analysis and influencing related to Education * Build and nurture effective teamwork within the education sector at central and field levels and ensure a cohesive workplace environment for optimum staff retention. * Supervise team and provide necessary guidance to ensure that program targets are met. * Support the analysis of BvA and ensure the KPIs are on track   ***Programme Quality:***   * Identify internal and external capacity-building opportunities and resources to provide high-quality technical assistance to EiE projects, supporting technical staff, partner agencies, and others to build knowledge and technical competence. * Integrate program learning across the EiE, ensuring coherence of technical approaches across programs, identifying best practices, and ensuring inter-sectoral complementarity * Ensure that regular field-based project review meetings take place and are attended by the relevant staff; Ensure that monitoring systems provide information in the appropriate form and at the right time (at different levels) to allow for effective decision making * Provide ongoing and one-off technical support and advice to programs and partners as needed * Organize workshops, seminars, and Program Learning Group meetings at local, national, regional, and international levels * Develop and implement strategies to ensure gender equity, child participation, and beneficiary accountability in all Education programs.   **Reporting:**   * Assist in providing technical support to help better understand the reporting format of the donor. * Coordinate with the Awards and SCF PM to conduct regular workshops on preparing reports to ensure quality reporting * Oversee review of reports submitted by partners for consistency and quality; provide feedback to ensure high-quality reports * Compile the partner and SC reports into one donor-ready report package and submit it to the Member to submit to the donor. * Institute a practice of producing a harmonized quality programme report by consortium partners (Assist in developing relevant tools and request the awards to share the feedback for improvement) * Ensure the production and timely submission of evidence-based and high-quality technical/narrative and financial reports to be submitted to the donor and shared back to consortium partners * Keep the member and donor up to date with any potential irregularities and obstacles that may promptly hamper the action's implementation. * Organization of regular coordination meetings and provide updates/reports. * Work with the Save the Children field team and partners in synthesizing critical progress and challenges; key mainstreaming issues such as the centrality of protection, Gender disability and inclusion, and child rights governance present issues that require decision-making by the Steering Committee and propose actions.   **Coordination & Representation:**   * Ensure that all consortium partners, both at the field and Khartoum levels, coordinate and regularly represent this Consortium (Education, Nutrition, Child Protection, and Child rights Governance) at the coordination and technical working group meetings, and other relevant fora, such as CP sub-sector and GBV meetings. * Maintain links between these thematic areas in areas of operation, mainly with education and FSL, nutrition, protection, gender, and child rights governance. * Representation of the EUD Consortium and the program to internal and external stakeholders when relevant/opportune, including donors, partners, Child Protection, MHPSS, and GBV sub–Sector TWG and line ministries related to these four thematic areas.   **Advocacy:**   * Work closely with the Children's Rights Governance Technical Specialist, advocacy, and communication to assist in producing the plan for the EUD advocacy parts. This plan ensures that the demand barriers to education are well addressed. * Ensure evidence is adequately produced and use learning to advocate for good practices with crucial education and protection stakeholders (international agencies, local government, civil society, and communities). * Ensure that the team is disseminating effective interventions at a broader scale.   **Capacity Building:**   * Support identifying the knowledge and technical gap in EiE thematic areas and ensure support is provided/mobilized. * Coordinate closely with HR to provide chances for training per the identified needs of Save the Children staff and partners. * Ensure coordination with the Sub-National Cluster Coordinator (Save the Children) and support the capacity building for Sub-National Cluster members.   **Innovation:**   * Ensure the innovation in data management at the locality, and school levels are well-supported, aiming to reduce the dropout and having good data on the minor status of the education system(school) * Support innovation about Child Protection for better mainstreaming. * Link the innovation with the community engagement strategy for sustainability   **Risk Management:**   * Where challenges or risks cannot be managed at field-level and require high-level, national attention, escalate risks to the Senior Management * Identify any risk of, or suspected incident of child safeguarding, sexual exploitation, abuse, fraud, etc., and report * Pay special attention to the financial risk by analyzing the BvA and immediately address the challenges seen * Follow on the unsafe programming and related Safeguarding ensure, ensure this is well communicated, and support sorting out and resolving. | | |
| **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 offer 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 personal development and encourages their team to do the same * widely shares their 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, a good listener, and easy to talk to.   **Creativity:**   * Develops and encourages new and innovative solutions * Willing to take disciplined risks.   **Integrity:**   * honest, encourages openness and transparency; demonstrates the highest levels of integrity | | |
| **QUALIFICATIONS**   * University degree, preferably at an advanced level- Master Degree, in management, social science, development, or any related field. * Experience with international organization -**8** years and at least **3** years in EiE portfolio | | |
| **EXPERIENCE AND SKILLS**  ***Essential***   * Experience with Save the Children is a great advantage * Previous experience and strong skills in teacher training and curriculum development * Previous experience in team management, including recruitment and on-the-job capacity building * Experience in integrated programming * Ability to identify the main gaps in EiE in the given context to inform a holistic response for children * Ability to write clear and well-argued assessments and project reports. * Excellent communication skills. * Politically and culturally sensitive with qualities of patience, tact, and diplomacy. * Familiar with the country's national education system and updated with the education changes in Sudan. * A high level of written and spoken English and Fluent in Arabic * The capacity and willingness to be highly flexible and accommodating in difficult and sometimes insecure working circumstances. * Commitment to and understanding of child rights, the aims and principles of SC, and humanitarian standards such as the Sphere Charter and the Code of Conduct. In particular, a good understanding of the SC mandate and child focus and an ability to ensure this continues to underpin our support   **Desirable**   * Good knowledge and experience using established inter-agency standards or SCI packages in EiE, such as the INEE MS, LWiE, ELM, Life Skills, DRR, TICC, etc. * Experience monitoring and evaluating EiE programs in emergency, transition, and development contexts. * Experience in capacity building and strengthening various duty bearers understanding of and response to EiE. * Experience in representation and ability to represent SC effectively in external forums * Experience in working with and supporting local partners. * Experience managing education in emergency projects. | | |
| **Additional job responsibilities:**  **The duties and responsibilities as set out above are not exhaustive and the post holder may be required to carry out additional duties within reason expected of their level of skills and experience** | | |
| **Equal Opportunities**  The role holder must carry out the duties per the Save the Children 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 protecting children from abuse. | | |
| **Health and Safety**  The role holder must perform the duties per SCI Health and Safety policies and procedures. | | |
| **JD was written by: Rihab Abdalla Osman** | | **Date: 27 Feb. 23** |
| **JD agreed by:** | | **Date:** |
| **Evaluated:** | | **Date:** |