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| **TITRE: Field Manager Ituri** | | |
| **EQUIPE / PROGRAMME: OPERATIONS** | | **Location: ITURI, based in Bunia** |
| **ECHELON / GRADE**: Competitive package | | **TYPE DE CONTRAT: FIXED TERM, 2 YEAR, RENEWABLE SUBJECT TO PERFORMANCE AND FUNDING** |
| **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 in country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | | |
| **Role Dimensions**: The Field Manager will develop and manage all Save the Children’s programmes (Currently Protection and Education) as well as Human Resources, finance, logistics, administration, security, representation and advocacy concerning the humanitarian response in the area. The post-holder will effectively and efficiently coordinate operations systems, processes and activities so that programme is delivered on time according to organisational strategy, donor requirements and within allocated budget. | | |
| **SCOPE OF ROLE:**  **Line management:** The Field Manager – ITURI is line managed by the –Head of Program Operations  **Staff reporting to this post:** Program Managers, Senior HR & Admin Officer, Snr Logistics Officer, Snr Finance Officer, Propjet Coordinators, MEAL Coordinator, etc.  **Budget Responsibilities: approx.** USD 10,*500,000 per year* | | |
| **KEY AREAS OF ACCOUNTABILITY:**  **Programme management:**   * Provide overall management, leadership and direction to the growth and implementation of SCI both development and the humanitarian response programmes in the Province of Ituri; * Work with the programme managers/ programme coordinators, to identify programmatic gaps and oversee and manage the development of new proposals closely aligned with SC’s strategy and objectives * Oversee the implementation of all Save the Children’s work, ensuring that grants are implemented in strict conformity with donor agreements, and meet the highest standards of technical quality. * Produce high quality, analytical programme reports and report programme activities against the monitoring indicators of project proposals and the Save the Children annual plan, using the project review and other monitoring and reporting processes; * Provide support to field staff for the evaluation of projects implemented in the area * Identify and effectively manage all key risks related to delivering the country programme and its impact * Oversee partnership management, ensuring that partners identification, selection, training, supervision are well conducted as per the organisation policies and procedures * Design and implement a strong field visit schedule to oversee performance and quality   **Logistics, Supply Chain and ICT**   * Oversee the Logistics activities in support to all field activities * Ensure efficient application of SCI Logistics policies, procedures, tools and systems * Ensure a good planning and implementation of the procurement * Ensure quality warehousing and support distributions in the field * Ensure Logistics and ICT equipment and systems run well for an effective and efficient programme delivery: vehicle fleet, computers, office quipments, internet equipments, communication and security equipment, etc. * Ensure that the office environment is clean and up to high standards   **Administration, Awards and Finance**   * Take overall responsibility for managing the office, ensuring efficient application of SC’s policies, procedures and administrative systems and the application of the Management Standards of the organisation. * Working with the different thematic managers, take overall Budget holder responsibility for the management of all donor grants. * Ensure that existing Scheme of delegation, finance guidelines and related administrative procedures are adhered to and that grant finances are kept in an exemplary state. * The post holder is accountable for the donor compliance of all grants on the base and to make sure that budgets are not over- or under spent.   **Human resource management**   * Recruit, lead, manage, motivate and develop direct reports, ensure they have clear objectives and receive meaningful feedback on their performance regularly. * Hold all staff accountable on their work plans, on the organisation’s policies and procedures, and initiate any required disciplinary process * Create and maintain a cooperative and positive working environment where national and expatriate staff has clear roles and responsibilities, participate in decision making and are supported in progressing towards their personal development objectives. * Comply with all relevant Save the Children policies and procedures with respect to child protection, health and safety, equal opportunities and other relevant policies   **Safety and Security management**   * Ensure all new staff receive S&S induction and existing staff receive regular update on S&S context * Ensure optimal security management procedures and practices are in place and continually monitor the security situation; adapting staff safety procedures accordingly and that appropriate and timely measure are put in place to reduce risks and threats to Save the Children staff, assets, operations and beneficiaries. * Ensure security guidelines are updated and adhered to and that all new international staff and visitors receive appropriate security briefings. * Ensure that security incidents are duly reported on information is effectively collected and exchanged with staff and other organisations, * Produce ad hoc sitreps and analysis of the security and humanitarian situation.   **Child Safeguarding Policy**   * Ensure the Save the Children’s Child Safeguarding Policy is understood by all staff and that it is integrated into all aspects of the team’s work. * Supports implementation by CSP Focal Points Persons of the various tasks linked with CSP induction, trainings and awareness raising, investigation and reporting on CSP cases and allegation. * Liaises with the national CSP Focal Point to timely review and update CSP risks and mitigation measures and to documents these.   **External Coordination and Advocacy**   * In coordination with the line manager, represent Save the Children to civil society, local authorities, donors and members of the humanitarian community locally and attend all relevant external meetings, * Establish and maintain contact with all key actors relevant to programme implementation (military, government, ministries, UN and NGOs) in the area and share programme successes and challenges. | | |
| **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 AND EXPERIENCE:**  **Essential:**   * University degree in relevant field (social sciences, development, emergency….) * At least 5 years experience of managing field based operations in challenging and insecure areas. * Ability to lead a programme and support a team working from remote locations. * Proven experience in grant management, including budget holding and donor reporting and effective financial and budgetary control in securing and managing grants. * Experience in management of Human Resources, finance, logistics, administration, * Proven skills/experience in security management in instable / conflict environments. * Proven skills in programme management and project administration. * Strong skills in people management, moderation, conflict resolution and capacity-building skills * Skills & experience in project/programme monitoring review, reporting and evaluation. * Ability to represent Save the Children, promote and advocate for children’s rights and maintain good relations at a provincial level with donors, United Nations organisations, international and national Non Governmental Organizations and local authorities. * Fluency in written and spoken French and working proficiency of English * Ability to work with limited supervision * Commitment to and understanding of Save the Children’s aims values and principles   **Desirable:**   * Experience in heading a field office, an advantage. * Experience in working in remote / isolated conditions, an asset * Background/familiarity with Emergency response. * Knowledge and working experience of Child’s Rights Programming approach. * Experience in promoting children’s participation in programming, design, implementation and evaluation. | | |
| Désirable   * Solides connaissances sur les droits de l’enfant et les principes universels des droits de l’Homme ; * Solides connaissances dans le développement des curricula de formation * Expériences de plaidoyer auprès des autorités. * Expériences de réseautage et de travail avec les autres agences et ONGs * Parler la langue de la zone d’intervention * Ayant travaillé chez Save the Children | | |
| **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. | | |
| **Created on:** | **Updated on: April 2024** | |