

**SAVE THE CHILDREN INTERNATIONAL
ROLE PROFILE**



TITLE: Chief of Party	
TEAM/PROGRAMME: PDQ	LOCATION: Nepal Country Office
GRADE	CONTRACT LENGTH:
<p>CHILD SAFEGUARDING: Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> 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.</p>	
<p>ROLE PURPOSE:</p> <p>Save the Children is seeking a Chief of Party (COP) for an anticipated 5-year BHA/Nepal ER4 Activity. This activity aims to build the capacity of the local government to lead the response and establish linkage with the provincial and federal government for surge capacity. It also seeks to build the capacity of Nepal’s most vulnerable, disaster-prone communities to mitigate, withstand, and recover from disasters, ultimately reducing their own disaster risk, thrive and become more resilient.</p> <p>This senior leadership position will provide overall strategic direction in the design, management, implementation, and overall quality assurance of the project. This role will also provide technical assistance on evidence-based planning, governance and DRR systems strengthening in Nepal. The COP will be Save the Children’s primary point of contact with USAID/BHA in Nepal and all relevant stakeholders. This position will collaborate with relevant ministries and other critical partners to provide high-level support for effective capacity strengthening at the community, regional, and national levels and sustainability of the project interventions. The COP will lead a team of experts and support staff, provide oversight to partners; lead the preparation of reports, work plans, monitoring plans, and operating plans; align project initiatives with in-country priorities and ensure the program is compliant with USAID and Save the Children’s regulations.</p> <p>This position is contingent upon donor approval and funding.</p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <ul style="list-style-type: none"> • Develop strategic plans, annual and quarterly work plans, and overall management of the program in line with USAID/BHA guidelines to achieve project objectives. • Liaise between USAID/BHA Nepal Mission and all other counterparts, implementing partners, and Government of Nepal officials involved with the program. Represent Save the Children with partners and key stakeholders, maintain positive relationships with USAID/BHA, relevant ministries, and the country office team. • Ensure high quality technical leadership and oversight is in place for the program. • Lead team to provide proper coordination and guidance among relevant government, country-wide initiatives, community partners, NGOs, and other key stakeholders. • Support the development of strong M&E mechanisms, program monitoring tools and efficient systems to ensure high quality implementation. Including to facilitate adaptive management and learning. • Ensure compliance with USG regulations, procedures, and Save the Children guidelines. • Coordinate closely with SC offices in administrative and HR matters, especially regarding operations and financial matters as they relate to the program. • Actively participate as a member of the Country Extended Senior Management Team (ESMT), contributing to country strategic plans. • Create and sustain a work environment of mutual respect where the project team strives to achieve excellence. • Incorporate SC’s vision and values and full adherence to Code of Conduct principles. • Lead and direct key program staff, both technical and managerial. 	

- Closely monitor security dynamics in the project areas and report to the Country Director on significant changes in the security context.

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:

- Master's degree in international development, international relations, disaster management or other similar field required.

EXPERIENCE AND SKILLS

ESSENTIAL:

- Minimum of 10 years of progressively increasing management responsibility in international humanitarian and development projects, at least five years of which must be field-based.
- Prior experience effectively managing humanitarian and DRR activities involving implementation by multiple sub-awardees. Demonstrated ability to build and maintain relationships with Government, donors, stakeholders and partners.
- Proven success serving in a leadership role for a project addressing issues related to resilience, emergency response, natural resource management, disaster risk reduction through nexus approach, preferably in South Asia. Prior experience working in South Asia, familiarity with Nepal's DRR governance, social, political, economic, and cultural landscape.
- Prior experience as Chief of Party, Deputy Chief of Party or Project Director on programs of a similar size and scope.
- Demonstrated experience recruiting, developing, and managing staff, as well as experience in managing programmatic and financial reporting.
- Demonstrated experience in adaptive management and learning techniques is highly encouraged.
- Proven experience building capacity of local NGOs and government bodies.
- In-depth knowledge of USAID approaches and regulations.

- Excellent interpersonal skills and demonstrated ability to lead and work effectively in team situations.
- An understanding and demonstrated commitment to the importance of diversity, equity, inclusion, and accessibility.
- Creative problem-solving skills with the ability to work effectively in resource-constrained environments is important.
- Excellent oral and written communication skills in English. Fluency in Nepali preferred.

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.

Safeguarding obligation:

The position holder is responsible to ensure that their conduct is in line with the SCI's Code of Conduct and key safeguarding policies and ensure that we keep children and adult, at risk, and communities safe from abuse, exploitation, harassment, and risk of harm in and through our work. The position holder must raise any concerns they may have about potential breach of Code of Conduct or key safeguarding policies; or the way we operate as an organization through appropriate safeguarding channels.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI Code of Conduct and SCI anti-harassment policy

JD written by:

Date:

JD agreed by:

Date:

Updated By:

Date:

Evaluated:

Date: