



Deputy Team Leader (DTL) Operations

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Jan. 28, 2016, midnight

Note : "The academic qualification and experience incorrectly mentioned in Kantipur of Friday (January 22, 2016) has been rectified and re-published in Kantipur of Saturday (January 23, 2016). Applicants are therefore requested to refer the Kantipur of January 23, 2016."

GRADE: 8

LOCATION: Kathmandu Nepal

TEAM/PROGRAMME: Nepal Emergency Response

CONTRACT LENGTH: Till December 2016 with possibility of extension

CHILD SAFEGUARDING: Level 3: The role 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 PURPOSE:

The Deputy Team Leader of Operations will support the Director in managing a large country-wide Earthquake

Recovery program in Nepal, and help provide strategic direction to the country programme in collaboration with the SMT. The post-holder will effectively and efficiently coordinate operations systems, processes and activities so that programmes are delivered on time according to organizational strategy, meeting donor requirements and within allocated budgets. They will take leadership on aspects related to field staffing structure and management, security, logistics and procurement systems for the Earthquake Recovery. This post will have also oversee cash program operations, infrastructure and a large donor-specific Program Manager. The post holder will play a strategic role in the effective scale up and management of Save the Children emergency programmes to increase impact and enable positive change for children.

KEY AREAS OF ACCOUNTABILITY:

Programme Support:

- Lead on country level strategic operational planning and reviews, in line with the Country Strategic Plan and Save the Children global guidelines.
- Take overall lead to ensure integrated logistics/warehousing, procurement, Cash Ops, infrastructure teams are running efficiently and in service to the CO and field teams; cooperate effectively to ensure finance and grants advisory support to field offices/programmes to enable effective and efficient project implementation according to donor guidelines and Save the Children minimum standards.
- Through direct supervision of Field Managers, ensure field and district offices carry out plans and implementation of programs in all 7 sectors, meeting timelines, operating within budgets and staying compliant.
- As a budget holder, closely follow compliance regulations, signing limits, implementation plans and program budgets; approve activity budgets to DTL level and guide Field Managers on necessary budget management.
- In cooperating with the Head of EQ Finance and Sr. Awards Manager, oversee creation and implementation of effective field level finance and grants management systems.
- Oversee creation and implementation of effective safety and security management systems at field office levels, ensure that these are updated and revised at regular intervals and that new programmes are built around security considerations.
- Ensure strong accountability to beneficiaries.
- Take overall lead in compiling Earthquake programme quarterly and annual progress reports against the annual operational plan and reports on country programme minimum standards
- Oversee effective functioning of logistics systems to procure, store and distribute stock, supplies and services for the timely delivery of project objectives at national level. Coordinate with Deputy Team Leader - PDQ to ensure that programme supply strategies are in place.

- Work with Deputy Team Leader - PDQ to oversee institutionalization of project M&E systems to ensure timely and effective delivery of projects activities and outputs as well as appropriate accountability to donors, communities and children.
- As a member of a response Senior Management Team, play a leadership role in the overall management of SC earthquake response.
- In coordination with the Director and Deputy Team Leader - PDQ, ensure the preparation of timely programme and donor reports on project activities in compliance with internal SC requirements and any relevant external donor requirements.
- Take overall leadership on ensuring operational staffing needs (both national and international) for emergency programmes are met. This will include leading on staffing structure, recruitment, and performance management.
- Ensure that the minimum standards of humanitarian relief are maintained in accordance with the Sphere Charter and Red Cross Code of Conduct.
- Coordinate with SC members and HQ teams to ensure that operational backstopping support is in place.

Capacity Building:

- Oversee the delivery of capacity building plans to develop the requisite operational competencies in operational staff.
- Coach and mentor operational surge capacity staff and national level counterparts and link in to wider organisational talent development mechanisms.
- Representation & Advocacy & Organisational Learning:
- Represent Save the Children's emergency response on a national, regional and international level to donors, the media and members of the humanitarian community.
- Help shape broader sector strategies through influence of and leadership within inter-agency coordination forums, ensuring the specific needs of children are being addressed
- Take the initiative in documenting lessons learnt, best practice and case studies to shape in-country strategies and programme approaches, and contribute to broader sector learning.
- Pro-actively identify advocacy opportunities, case studies and research opportunities which link with wider organizational strategic objectives, and turn these into action.
- Support organizational level operational practice, innovation and learning in consultation with HQ advisory team.

General:

- Demonstrate leadership in relation to Save the Children policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.

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

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Essential:

- Masters' Degree in Management or International Relations or related discipline(s).
- Minimum of 10 years' experience of working within a senior management role within a complex country programme in a low to middle income/ disaster setting (7* years for GSI group)
- Minimum of 5 years previous experience of managing programme teams in large-scale first phase emergency response is essential
- Minimum 5 years senior management experience of multi-national, multi-sector team at a Deputy Country Director level.
- Minimum of 7 years of experience of managing multi-donor, multi-site programmes (including ECHO, DFID and OFDA) of GBP 5m+ in a first phase response at regional or country level
- Minimum 3 years security management.
- Minimum 7 years' experience of international level representation with key stakeholders, and co-ordination with other NGOs/UN.
- Experience of international media representation and advocacy
- Experience of M&E and beneficiary accountability systems in large complex programmes
- Experience of developing and negotiating successful partnerships with institutional donors
- Substantial experience of proven ability to influence change at an operational and strategic level
- Politically and culturally sensitive with qualities of patience, tact and diplomacy
- A high level of written and spoken English
- The capacity and willingness to be extremely flexible and accommodating in difficult and remote work environments that include long periods of walking in difficult terrain and hardship conditions. Field travel can be affected by lengthy delays due to weather conditions or other environmental challenges.
- Commitment to the aims and principles of Save the Children. In particular, a good understanding of the Save the Children mandate and child focus and an ability to ensure this continues to underpin our support

Desirable

- Prior work experience in Nepal.

Applying Procedure

Apply Link : <https://merojob.com/deputy-team-leader-dtl-operations/>

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