



Senior Awards Manager

- **Vacancy for:** 1
- **Posted on:** Nov. 15, 2018
- **Deadline:** Nov. 25, 2018, 5 p.m.

GRADE: 2+

TEAM/PROGRAMME: Award Management

LOCATION: Kathmandu

CONTRACT LENGTH: Fixed-term

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 country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.

ROLE PURPOSE:

Save the Children is the leading independent organization for children. We save children's lives; we fight for their rights; we help them fulfill their potential. We work together, with our partners from civil societies and government, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

The Senior Award Manager, a member of the Senior Management Team (SMT) is responsible for delivering an efficient and effective award management function. They will lead award management for all programmes, and develop best practice award management processes across the Nepal & Bhutan Country Office. The role has four main aspects to it: lead and develop the Country Office award management effort; capacity building staff; contributing to the development of best award practices systems and processes; and donor engagement.

In addition, the position holder will also be responsible for business development of programmes and provide technical advises in the development of proposals, concept notes and to carry out needs assessments. S/he is expected to lead the coordination between technical and operational teams to ensure that proposals are developed in coordination.

The role offers a challenging opportunity for an individual experienced in awards management, business development and donor communications. It requires an individual capable of providing strategic leadership to a dynamic team which is responsible for supporting ambitious fundraising targets as well as the management of a portfolio of awards currently valued at \$40 million.

The individual will be responsible for working with all other teams in the Country Office to develop the capacity of all staff and provide on-the-job support to develop an awards management process that supports Save the Children quality standards.

The individual will play a coordination role across the Save the Children global network and with donors to identify funding opportunities. S/he will co-ordinate development of high quality proposals that are reflective of Save the Children and donor strategic objectives, ensuring proposal budgets are accurately costed. During implementation they will provide support and information to the technical and field-based teams to deliver donor compliant awards and high quality and timely donor reports.

The maintenance of systems, processes and day to day management of the team will be a primary function of the Senior Awards Manager. The individual will play a key role in the development of a culture that promotes the primacy of ensuring Save the Children delivers high quality programmes whilst always seeking to improve national staff capacity to take on roles currently held by international staff.

In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.

KEY AREAS OF ACCOUNTABILITY :

- Leadership, portfolio management, business development & strategy
- Define the strategic direction of the awards management unit and undertake effective planning that supports the unit to establish and maintain an efficient and effective awards management process
- Lead on the development of concept notes and funding proposals (include log frames and budgets), ensuring coordination and information sharing between technical and operation teams (finance, logistics)
- Use key performance indicators and other management information to identify and address operational issues that could impact negatively on the delivery of programmes

- Work with SMT and Thematic Directors & COPs to engage with donors and identify possible funding opportunities in line with CO strategy
- Coordinate the development of a Country Office funding strategy that enables proactive engagement across Save the Children globally and with donors to secure funding opportunities in a timely manner, making recommendations and flagging issues to Senior Management
- Engage with Save the Children globally and provide information to support in the building of professional relationships with donors to identify strategic fundraising opportunities

Compliance (Systems and Processes):

- Ensure that the Award Management System (AMS) meet SCI standards, is effectively maintained and up to date for all awards and sub-awards including authorisation and document retention
- Ensure that key staff (including partners) have a clear understanding of donor compliance requirements throughout the project management cycle and that there is a complete audit trail of the implementation and reporting for all awards
- Ensure potential issues and amendment requests are flagged promptly to the CD and/or DCD PDQ and to donors via the relevant member. Prepare donor waiver/derogation requests.
- Ensure all partners and sub-award agreements undergo legal vetting, are input into and approved through AMS, and work with relevant staff to ensure relevant donor requirements are understood by implementing partners (this may include capacity building)
- Engage with SCI region and centre on the development of award and donor engagement systems and processes and the sharing of best practice

Monitoring and analysis:

- Work in collaboration with the Senior Finance Director, to ensure the CO has a clear framework for master budget development, cost allocation, monitoring of award budgets, phasing and forecasting, ensuring alignment between the master budgets and funding tracker
- Work with the Senior Finance Director on the regular analysis of the award portfolio and pipeline
- Work in collaboration with the Senior Finance Director and provide technical advice regarding strategic donor costs allocations with a view to minimise compliance issues where possible

Communicating with impact (Pipeline, Proposals, Reports):

- Provide monthly updates to CD and/or DCD PDQ on all aspects of award management including pipeline management and donor compliance, including providing analysis of current/ pipeline awards to senior management
- Lead the coordination of proposals, working with PDQ, Finance and Human Resources to produce high quality, fully costed proposals
- Coordinate the preparation of timely programme and donor reports on project activities in compliance with internal Save the Children requirements and any relevant external donor requirements.
- Track reporting requirements and ensure reports are prepared in a timely fashion
- Review reports and ensure they are of a high standard and meet donor requirements and accurately reflect the impact achieved and lessons learnt during the implementation of an award
- Process donor queries and requests for information, received from the Member Services Director and other

Team Management and Capacity Building:

- Build a high performing award management team to support good practice and high quality delivery across the Country Office
- Ensure the team members have clear objectives and work plans
- Lead Awards related capacity building both within the Awards team and for other relevant staff members including budget holders
- Support CD and/or DCD PDQ to build the capacity of programme staff on project design and management

Networking:

- Develop relationships with members and other COs in the region, and share issues and best practices
- Develop relationships with donors based in country, in coordination with Thematic Directors
- Build and maintain relationships with relevant networks and award management staff of similar organisations in the country

Other:

- Support the CD and/or DCD PDQ to manage the preparation of Country Annual Plans and Reports
- Supporting Save the Children's dual mandate of development programmes as well as being the leader in emergency preparedness and response for children. Ensure that the minimum standards of humanitarian relief are maintained in accordance with Sphere Charter and Red Cross Code of Conduct

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 Management, Economics, Development Studies or related Social Science(s)

EXPERIENCE AND SKILLS**Essential**

- At least 7 years (5 years for GSI* group) of experience in award management procedures and processes in development organization(s)
- Highly developed interpersonal and communication skills including influencing, negotiation and coaching
- Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures
- Strong results orientation, with the ability to challenge existing mind-sets
- Ability to present complex information in a succinct and compelling manner
- Experience of building personal networks, resulting in securing significant new opportunities for the organisation
- Experience of solving complex issues through analysis, definition of a clear way forward and ensuring buy in
- Commitment to Save the Children values

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

Health and Safety:

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

Applying Procedure

Apply Link : <https://merojob.com/senior-awards-manager-3/>

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