



Senior Manager-Operations

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** June 8, 2016, midnight

Location: Kathmandu, with extensive travel to the program areas

Team/Programme: Nepal Earthquake Program Operations

Contract Length: 1 year

CHILD SAFEGUARDING: Level 3 - the responsibilities of the post may require the post holder to have some contact with or access to children or young people.

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 Earthquake Response (EQ) has reached nearly 600,000 people including more than 350,000 children with a current budget of approximately \$60 million US dollars, through Education, Child Protection, Food Security & Livelihoods, Health & Nutrition, Shelter and Water & Sanitation.

This position works closely with Project Managers and Field Managers is responsible for ensuring operational systems are developed, implemented and adhered to in order to effectively deliver Save the Children's EQ projects in Nepal. Specifically, the job-holder is responsible for ensuring timely and quality implementation of those projects which have dedicated project managers. S/he will provide guidance and management support to these Project Managers. The position holder will ensure high quality and result oriented project plans, phased budgets and partnership plans are developed and utilized. In addition, s/he will work with the MEAL team to ensure that M & E tools are developed and used for of the projects, oversee collaboration with partners is optimized and reporting is timely and of high quality.. This position will report to the EQ Deputy Director - Operations

KEY AREAS OF ACCOUNTABILITY:

This position is accountable for the areas below for which s/he may choose to delegate parts of these responsibilities to his/her team:

Planning & Budgeting

- Ensure each of the projects has a detailed implementation plan, including MEAL activities - details on data collection schedules, internal and external reporting schedules and planned results reviews with stakeholders.
- Ensure appropriate fund allocation and expenditure on a monthly basis with close support from finance department and take corrective measures including communication with the appropriate Awards Coordinator as required.
- Track project progress and financial expenditures for all projects and support the Program/Project Managers to take corrective actions.

Program Quality

- Supervise and provide guidance to the Program/Project Managers to ensure implementation and monitoring of programs is within the scope of the EQ Strategy.
- Ensure the MEAL plans are rolled out and concerned Project Managers, Field and District Managers are fully familiar with them.
- Coordinate with Awards to develop planning/reporting guidelines and with PDQ program review and develop innovative programs.

Program Operations & Management

- Ensure projects are implemented as per the work plan and approved budget and proactively ensure the Program/Project Managers take corrective measures as required.
- Address the specific planning, management and reporting requirements of multi-sector projects
- Direct line management and supervision of Program/Project Managers
- Ensure project specific compliance and requirement is met for all projects and is reported accordingly

Partner's management

- Work together with EQ Deputy Director - Operations and Partnership Manager & Coordinators to ensure smooth management of partnership with P/NGOs and government line agencies including phase-out and selection of new partners.
- Contribute in the development and implementation of partnership policy and procedure including donor/SCI compliance.

Representation and Networking

- In coordination with EQ Deputy Director – Operations represent project implementation at district and regional level with relevant donors, networks, government and other forums that will consolidate SC reputation and programming.

Documentation & Reporting

- Coordinate with Award management and Finance team for timely Grant opening, close closing, reporting and fund allocation, forecasting and disbursement.

QUALIFICATIONS AND EXPERIENCE:

- Masters' Degree of Social Sciences or relevant discipline(s) with at least 7 years (5 years for GSI group*) of senior management experience preferably in an I/NGO environment, including experience in directing and implementing programs for children. i
- Demonstrated significant experience in managing projects funded by multiple donors
- Prior experience in working with NGOs and government staff.
- Proven sound strategic thinking and planning skills, including ability to think creatively and be innovative, set priorities, manage work plans and evaluate progress. Good report writing skill.
- Highly developed verbal and written communication skills.

Applying Procedure

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