

Save the Children is the world's leading independent organisation for children. It is a dual mandate organization and focuses on development and emergency response. We are currently working in 120 countries around the world touching the lives of 125 million children. Our mission is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Save the Children has been working in Myanmar since 1995. Our programmes include Maternal and Child Health, Nutrition, HIV/AIDS, WASH, Education, Food Security and Livelihoods, Child Protection and Child Rights Governance and Humanitarian Responses in across the country.

Save the Children offers attractive salary including non-salary benefits which consists of paid medical benefits, various leave benefits, accident insurance, severance and other allowances.

We are currently inviting motivated and talented individuals to apply for **Area Program Manager** position based in **Rakhine, Sittwe Office**. Please see the following detailed information.

SAVE THE CHILDREN INTERNATIONAL
VACANCY ANNOUNCEMENT
(FOR MYANMAR NATIONAL ONLY)
ROLE PROFILE

TITLE: Area Program Manager	
TEAM/PROGRAMME: All Programmes	LOCATION: Rakhine, Sittwe Office
Number of Position: 1 GRADE: NAT 2	CONTRACT LENGTH: Fixed Term
<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 vetting process staff.</p>	
<p>ROLE PURPOSE: The APM is one of the senior leadership positions in Save the Children's Rakhine office. The APM works under the overall supervision of the Head of Area Office (HAO) Rakhine State, but the APM is expected to liaise with a wide range of people inside and outside of Save the Children.</p> <p>The APM will support the HAO in all aspects of programme management and development as well as in representing SCI as delegated. The APM ensures the successful implementation of Save the Children International's (SCI) portfolio of grants in Rakhine State, Myanmar through the support to the Programme Managers (PMs) and their teams. The post holder will play a key role in grants and programme management, ensuring timely, efficient and high quality implementation of the awards portfolio in Rakhine State.</p> <p>The post holder will notably encourage and ensure close collaboration among teams who work on multi-sector grants. This will also involve pro-active collaboration with the Sector Leds, Head of Programmes and Advisors who are based in Yangon.</p> <p>The APM will have a leading role in the analysis of needs and design of SCI's response in response to the humanitarian crisis that affects the area. The APM will support the Program Managers (PMs) in the identification of partners, external coordination (clusters, etc.) and communication between Rakhine and CO program teams (needs, guidance, support, etc.).</p>	

SCOPE OF ROLE:

Reports to: Head of Area Office

Staff reporting to this post: 5 PMs and 1 Senior MEAL Coordinator

Budget Responsibilities: Annual programme budget of about US\$10 million

Role Dimensions: *Regular contact with partners, donors, other NGOs and members*

KEY AREAS OF ACCOUNTABILITY :
Grant Management

Guide the Programme Managers (PMs) and their teams to ensure the effective management of ongoing projects in Rakhine. In particular the APM will provide support to the PMs and the Yangon-based Heads of Programmes (HOPs) with the following:

- Organise and document monthly award reviews ensuring that all Rakhine relevant awards are reviewed monthly and coordinate with relevant HOPs and functional head for any follow up action points.
- DIP, Work plans and procurement plans developed and implemented by the PMs, challenges identified and corrective actions taken.
- Coordinate with the Head of MEAL to facilitate integration between DIP and IPTT and avoid multiplication of tasks before PMM / PRIME tools are rolled-out at CO level.
- Budgets are spent according to plans and in line with phased budgets that are up to date and reflect realistic spend estimates. HOP and PMs remain main budget holders.
- Coordinate among teams to ensure that procurement plans are developed and regularly reviewed for all programmes in Rakhine.
- Based on current situation, support programme and operation teams in Sittwe to ensure distributions to communities (materials, kits, food etc.) are planned ahead and well coordinated to avoid delays and to mitigate the risks.
- Make sure that Rakhine Program budgets are spent according to plans and in line with phased budgets that are up to date and reflect realistic spend estimates, necessary changes are raised in a timely manner to HoP, Awards and Donor.
- Review the draft reports produced by Program Managers/PCs for defined higher risk and multi- sector grants.
- Ensure multi-sectoral programmes are effectively coordinated and efficiently implemented. The APM will ensure coordination mechanisms between sectors are in place for frequent communication and joint planning and reporting.
- With support from the HOPs and Sector Leads, and when needed in collaboration with Sectors/Clusters, ensure program activities in Rakhine are compliant with Save the Children and local regulations, norms and standards

Programme development and quality

Proactively identify opportunities to expand the Rakhine program and also to make sure quality implementation are in place

- Ensure that budgets and workplans of new proposals are realistic and meet the needs of the Rakhine Regional Office.
- As focal person for proposal development in Rakhine, the APM will ensure programs and operations, including HAO, are involved in the preparation and approval of new budgets.
- Responsible for the development, update and dissemination of the Area strategic plan.
- Proactively identify opportunities to expand the Rakhine programme, in line with Country Strategic Plan and area strategy.



- Support the program needs assessment and review assessment reports.
- Facilitates coordination for proposal writing at area level (e.g. discussion on staff structure, support costs, etc.). Inputs on proposals when necessary (resources gap; context analysis, etc.) but overall responsibility of proposal writing and budgeting remains with Technical Advisors, HOPs and PMs.
- In collaboration with the HAO, PMs and PCs ensure that budgets and work plans of new proposals are realistic and meet programmatic and support needs of the Rakhine region, making best use of the resources.
- Supports PMs, PCs and HOPs (+TA) with the preparation/ writing of reports to donors or members.
- Provide support to the program leads in Rakhine to improve quality of both financial and narrative reports, through review of second submission to Hop. Responsibilities over reporting remains with PMs and HoPs.
- Overview on the project reports which precede by PMs and PCs of respective project.
- Support and help of relative program's daily activity implementation with focusing program quality
- Organize and lead in developing of DIP.
- Need to boost the quality of our programmatic products and ensure that these products drive additional funding and put us on the map with new donors.
- Assist and provide inputs to HoPs concern Donor report preparation through coordination with PMs
- Creating and development concept notes for new proposal which related with Mon/Kayin areas
- Monitoring and coordinate with respectively PMs and PCs for day to day program quality

Partnership Relations

Strengthen partnership by making sure partnership principles are applied and followed by different functions and teams

- Be the focal person for partnership strengthening at Rakhine. Coordinate with all teams to develop partnership mapping, identification and capacity strengthening of partners by collaboration with the Country Office Awards and Partnership team, different functional team and Program Teams.
- Lead on preparation and application of capacity strengthening plans with all partners, under the supervision of the HAO to ensure compliance across functions and sectors.
- Support to Program Managers and PCs in the daily relation with the partners (Communications, review etc.)
- Activity share informations, tools and approach on partnership with program and support teams in the region depend on received information from Area Award and Partnership Coordinator and CO award and partnership focal
- Supporting Program Managers / PCs in development of DIP of partner organizations.
- Conduct regular monitoring activities to partner sites together with related program leads and Support units.
- Support and lead partnership identification/mapping at the regional office
- New Business Development, especially through early assessments, partners mapping, opportunity analysis
- Assisting to HAO in partnership mapping developing and engagement process
- Strengthen communication channel among program / partnership focal and Partnership coordinator in order to make sure bottle neck issues are identified and timely response from different stakeholders and functions.
- Communicate and coordinate regularly to Partnership Advisor depend on technical assist needed and other requirements



Team Management and development

Lead to programme teams by being supportive and encouraging and leading by example

- Conduct at least monthly Program Meetings to ensure coordinated and integrated programming.
- Conduct the Development to Perform (DtP) reviews for all direct reports together with the Technical Line Managers in the CO
- Support Regional Human Resources and HAO in reviewing and adapting the program team structure, based on funding, programmatic needs and other considerations in order to constantly ensure a fit- for-purpose and cost efficient structure.
- Ensure the recruitment, training and promotion of field-based program staff as appropriate and ensure availability of appropriate professional development opportunities.

Representation and Coordination

- Represent SC in relevant meetings, sectoral working groups etc. as delegated by the HAO
- Support the PMs in their representation in sectoral working groups, cluster meetings, workshops by preparing presentations and information to be shared
- Identifies coordination opportunities with external stakeholders (partnership opportunities, new sectoral working groups, etc.).
- Organize and coordinate regular internal cross-sectoral coordination meetings to ensure flow of information between sectors and improved collaboration.

MEAL and Accountability

Work closely with the Yangon MEAL team and Rakhine Program team to ensure that programming in Rakhine is evidence based and that MEAL plans are in place and are being followed.

- Undertake regular field visits to implementation sites and report findings to PMs, Sector Leads, HOPs and Advisors as required
- Support documentation of lessons learned and best practices for adaptive programming and to inform new programme development in Rakhine and other regions
- Work closely with the Yangon MEAL team and Rakhine MEAL team to ensure that programming at area level is evidence based and that MEAL plans are in place for each program and are being followed.
- Supports the PMs & PCs in the monitoring of SC's Quality Benchmarks
- Coordinate with Head of MEAL and relative MEAL Team members based on new MEAL structure and strategy through collaboration with respectively area Program Leads and HAO.
- Support Head of MEAL and relative Program Leads in identifying and adapting Quality Benchmark indicators Engages with Program Leads and TAs on programmatic learning and MEAL terminologies
- Together with the HOPs and regional Program Leads, supports the identification of MEAL gaps and needs of the programs.
- Supports in development and review of field MEAL tools based on indicators requirement - including joint database and key cross-thematic survey tools.
- With the support from Area MEAL focal, APM is responsible for development and update of "program tracking tool", including locations and interventions across all sectors

Child Safeguarding

- Support the creation and maintenance of an operational environment where the Child Safeguarding Policy is effectively implemented through partner organisations
- Ensure all partners are aware of child safeguarding risks associated with projects and specific child safeguarding risks are mitigated and tracked

- Ensure that CSG budget components are reflected in all budgets with partners e.g. CSG training/refreshers and CSG IEC materials
- Ensure that all partner capacity strengthening plans including CSG training are reflected in all award DIP
- Ensure National Safeguarding Lead is consulted during partner assessments and technical support is provided towards review of partner CSG policy and capacity strengthening.
- Ensure that partners and downstream partners are trained on SCI safeguarding policy (CSG, PSEA and anti-harassment) during kick off meetings and refresher workshops
- 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.

General

- Deliver high quality results in line with the terms of reference, in a way which maintains the reputation of SC.
- Together with HAO, lead in emergency responses of Rakhine.
- Supports in emergency preparedness Plans developing in all areas of intervention and make sure program teams are implementing in accordance with Humantarain principles

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
- Always acts in the best interests of children

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Bachelor's degree in management, development studies or other relevant studies
- At least 6 years' experience in project cycle management as a team leader

- Budget and grant management experience, preferably managing multiple funding sources across a multi-sector program (including experience of managing major institutional donors for development as well as humanitarian aid)
- Experience in supporting or managing a team of programme managers from different backgrounds
- A proven track record in developing and securing funding for programs.
- Experience in developing programmes and working with local partners is an advantage
- Experience in the use of MEAL tools and analysis of programme monitoring data.
- Knowledge of international humanitarian and development systems, institutions and donors, and of procedures, accountability frameworks and best practices in grant management.
- Technical understanding in some or all of SCs thematic areas preferred
- Politically and culturally sensitive with qualities of patience, tact and diplomacy
- Strong written and spoken English, ability to prepare and edit donor reports in English.
- Fluent in spoken and written Myanmar with good editing skills
- Knowledge of any language spoken in the programme areas of SCI is an asset
- The capacity and willingness to be extremely flexible and accommodating in difficult and sometimes insecure working circumstances.
- Commitment to the aims and principles of SC. In particular, a good understanding of the SC mandate and child focus and an ability to ensure this continues to underpin our support.agencies

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.

All staff has an obligation and a responsibility to:

- Ensure they fully understand the provisions of the Child Safeguarding Policy, the Code of Conduct and Local/Country Procedures.
- Conduct themselves in accordance with the rules of the Child Safeguarding Policy, in their personal and professional lives – which includes reporting suspicions of child abuse.
- Ensure the way they are carrying out their work is not putting children at risk (or further risk) – this means constantly scrutinizing their work through a child safeguarding lens and talking to children about possible design/implementation “flaws”.
- Promote the message of child safeguarding to colleagues in other organizations and government ministries, children in their own and beneficiary families, and community members in general.
- Be vigilant about observing possible child abuse/harm in their personal and professional lives.

All managers have the above responsibilities as well as ensuring

- Their staff are doing the above.
- That child safeguarding is integrated and given a “voice” in all management processes including recruitment, induction, performance management, team meetings, annual planning processes, field level monitoring, etc.

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.

Interested and qualified candidates are invited to apply an Application Letter and Curriculum Vitae to the link below:

[Click here To Apply](#)

Closing Date : 5 July 2024 (Friday), 5:30 PM

User Guide for Applicants at SCI >> [Click here](#)

Candidates are also requested to mention in the applications if there is, blood/marriage relationships with the existing Save the Children employees. No requirement of photo or copy of certificates and only short-listed candidates will be contacted.