

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 **Head of Area** position based in **Sittwe, Rakhine State**. Please see the following detailed information.

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

TITLE: Head Of Area	
TEAM/PROGRAMME: Field Operation	LOCATION: Sittwe, Rakhine State
Number of Position: 1 GRADE: NAT 1	CONTRACT LENGTH: Fixed Term
CHILD SAFEGUARDING	
<p>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>	
ROLE PURPOSE	
<p>The Head of Area (Rakhine Area) will provide managerial oversight and support to Save the Children's Sittwe, Camps and Field office. The Head of Area role ensures that all projects and field offices within his/her area receive quality operational support (primarily HR, admin, logistics and finance), that line management is effective, and that programmes are operating in a safe and secure environment. This position will lead the implementation of Save the Children's strategy in Rakhine.</p> <p>In addition, this assignment will have a particular focus on gaining operational effectiveness and efficiency as well as ensuring high standards of compliance. The Head of Area will also be expected to strengthen SC's external coordination and representation in Rakhine State, through networking and strategic positioning, and support the identification of opportunities for SC to develop further its programs in the area.</p>	
SCOPE OF ROLE:	
<p>Reports to: Field Operations Director (FOD) Staff reporting to this post: Area Program Manager, Area Operations Manager, Finance & Award Manager, Safety and Security Coordinator, Support and Liaison Coordinator, Construction Specialist Budget Responsibilities: 10+ Million USD per year</p>	

Role Dimensions: Management oversight, strategy and positioning, situational analysis, representation, advocacy, capacity building, operational budget oversight, safety and security and emergency responses.

KEY AREAS OF ACCOUNTABILITY

Leadership and Representation

- Monitor and analyse the humanitarian, political, cultural, social and economic context in Rakhine State and propose operational directions and strategic positioning.
- Through the Area Program Manager, ensure alignment of programs and interventions with strategic positioning of SCI and Country Strategic Plan
- Ensure coordination, communication and liaison with key stakeholders
- Represent Save the Children at local and national level coordination events
- In consultation with key advocacy staff, support efforts at local level to change policies and practices for wider and lasting impact on the lives of children in his/her area
- Support and participate in the hosting of visits to Rakhine state by donors, Save the Children staff, and other relevant stakeholders
- Coordinate with camp management committees for smooth operations.

Team Management and Development

- Directly manage the area operations team, and provide administrative line management of Area Operations Manager and Area Program Manager.
- Regularly visit the field offices/camps to provide appropriate monitoring, guidance and support to the programme support staff
- Ensure effective collaboration and coordination between the field office staff, and with Yangon teams, reacting quickly and decisively to bring any team challenges and problems to a swift and satisfactory resolution
- Ensure staff wellbeing, engagement, and learning and development of staff are sufficiently prioritised
- Build and nurture smooth and effective inter-team relationships based on trust and cooperative approaches, and ensure project implementation is not constrained by inappropriate management behaviours or exceedingly bureaucratic attitudes
- Lead the area team in responding to changing internal and external factors with support from Yangon Head Office.
- Ensure the recruitment, training and promotion of field-based staff as appropriate and ensure availability of appropriate professional development opportunities
- Ensure the effective use of the performance management system including the establishment of clear, measureable objectives, ongoing feedback, periodic reviews and fair and unbiased evaluations
- Ensure the documentation of performance that is less than satisfactory, develop appropriate performance improvements/ work plans and take appropriate performance management actions in line with country programme/Save the Children policy

Support to Project Delivery and Quality

- Ensure that appropriate resources (support staff, means of transport and communication, office space, etc) are available to field programme teams in the region to enable them to smoothly and efficiently deliver high quality projects in line with project plans
- Manage area support team to make sure office premises, staff houses and other facilities of transportation and communication are well maintained in accordance with SCI standards of minimum requirement.



- Ensure that all staff working both in Area office and field offices are compliant with SCI essential standards, procedures and guidelines in terms of operational management by setting up a stringent monitoring mechanism to measure high performance.
- Ensure that field-based support staff receive adequate support and training from Yangon teams (Finance, HR, Admin, Logistics, Funding & Grants) to fulfil their duty in line with policies and compliance standards.
- Getting support from Country Office HR and Compliance focal, consolidate volunteers and staff recruitment procedure to reduce child safeguarding and compliance related risks.
- Support the Area Program Manager in conducting arrangements on program staff organizational structure and redistribution of tasks across technical departments if necessary.
- Support field teams in identifying and supporting civil society partners including: partner assessment/risk analysis, capacity building planning and technical support
- Review roles, responsibilities and structure of camp-based sub-offices and support teams and propose arrangements for improved communication and decision making process, increased compliance and support from Sittwe office. Define roadmap for short and long-term adjustments and lead on priority and immediate changes.
- Oversee program implementation by coordinating with the Area Program Manager and Project Managers in order to achieve effectively and efficiently the targeted activities within set time line.
- Monitor the MEAL activities which is operating regularly in each project as per SCI MEAL guideline.

Awards and Budget Management

- Support the Area Program Manager in leading the budget holders, finance staff and related team members to conduct the monthly area level Awards Review Meeting and BvA meeting at area office, and send report to Awards Director and Finance Director.
- Ensure that the forecasting of program and operation budgets are based on the Detail Implementation Plans (DIP) and Operational Plans in order to control possible variances on monthly basis.
- Ensure that the expenditure of project and operation activities in the area are in line with SCI and donor policies and meet with auditable points.
- Responsible for accurate budget monitoring and overall responsibility for financial management in the region in line with program budgets.
- Responsible for the overall budget of the Area office, maintaining overview of both programme and operational field office budgets in the region, and ensuring that offices are not underfunded or overspending on support functions.
- Take leading role in Country Annual Plan (CAP) budget forecast with the help of Area Operations Manager and Area Finance staff to ensure CAP is realistic, prioritized and envisioning future requirement in the area.
- Identify and develop tools where necessary to improve accuracy of budget forecasting and cost allocation across budgets

Partnership Management

- Strengthen staff capacities to engage partners- organise partnership capacity strengthening and training for programme staff and cross function leads who are responsible for the relationship, overseeing and coordinating interactions with the partners.
- Oversee partnership identification, assessment, management and communication in collaboration with respective program managers across functions.
- Oversee the identification and assessment of capacity strengthening needs of partners, from a programmatic and organizational development (OD) perspective and ensure
- Coordinate with relevant colleagues for contract preparations and amendments.
- Support Area Program Manager and Project Managers in overseeing budget management of partner organizations.



- Monitoring partner implementation in Sittwe together with the related Program Managers and support functions.

Programme Growth and Learning

- Contribute to programme design and budget planning, providing operational input and ensuring that associated regional and field office costs are correctly budgeted and resourced.
- Ensure long and short term emergency risks and hazards analysis and response plan in the region is updated and support emergency preparedness planning

Safety & Security, Risk Management and Emergency Response

- Hold responsibility for safety and security of staff in Rakhine, ensuring that all field teams have received appropriate training and that all field offices follow relevant guidelines, coordinating with other organisations and local administrative bodies where necessary
- Together with Safety & Security focal, conduct Risk assessments, review and regular update of Safety and Security plan/Hibernation and evacuation SOP for all offices in Rakhine State.
- Provide the necessary information for quarterly Security Risk Analysis and planning, in coordination with Field Operations Director and Head of Safety & Security
- Ensure Safety & Security refresher trainings are provided by Safety & Security unit to all team, on frequency and ad hoc basis based on context.
- Develop regional service mapping of Safety & Security with the assistance of the Safety & Security focals.
- Supervise Safety & Security focals for daily activities and development and roll out of an efficient communication tree.
- Identify potential risks in the region, resulting in the development and update of the Regional Risk Management plan.
- Ensure all departments, parties and relevant staff are engaging to reduce risks in the area.
- Report risk management progress to Risk and Compliance Department every quarter.
- Ensure contextual information in Rakhine State is duly updated, and that offices are well prepared for disasters.
- Accountable for the coordination of emergency responses in Rakhine State..
- Provide technical input and support to staff developing and implementing emergency response programmes.

Child Safeguarding and PSEA Management

- As an Area Safeguarding Focal person, ensure that SCI and partner staff, volunteers, suppliers and consultants understand and comply with awareness and prevention, reporting and response of SCI Child Safeguarding policies by conducting trainings and display timely reporting channel and hotline in SCI and partners' offices.
- Ensure CSG case reports are sent to National Safeguarding Lead within 24 hours and involve in the investigation process of safeguarding cases if requested by the Country Office.
- Support Program Managers and Area Program Managers for the inclusion of risk mitigation plans (harm and abuse) for children/staff/adult across all project activities and processes

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

PERSON SPECIFICATION**Education:**

- University degree in management, social sciences or other relevant field like Operations Management
- Certifications on Safety and Security, Humanitarian training, Supply Chain Management and HR Management are also to be highly considered.

Essential

- 5 years of experience relevant to managing a large operational structure implementing projects in the international organizations
- Significant coordination and management experience, specifically applied to diverse external stakeholders
- Experience with development programming and humanitarian responses, with specific knowledge of the Myanmar and Rakhine state context a strong advantage
- Experience of developing and supporting teams, with a proven ability to lead, motivate and build the capacity of teams
- Strong facilitation skills, and commitment to participatory ways of working and effective delegation
- Experience with design and operationalisation of strategic planning
- Demonstrable knowledge of effective financial planning, budgetary control, and grant management
- Demonstrated skills in networking and advocacy
- Excellent interpersonal, communication and presentation skills
- Results-focused and ability to develop and drive operational solutions
- Commitment to and understanding of Save the Children's aims, values and principles
- Ability and willingness to travel domestically and internationally when required
- Fluency in local languages is an added-value for the post

**General:**

- Ability to work collaboratively with colleagues across the organisation developing effective working relationships to deliver outstanding results for children
- Commitment to and understanding of Save the Children's aims, values and principles.
- Willingness and capability to comply with all relevant Save the Children policies and procedures with respect to health and safety, security, equal opportunities and other relevant policies, including the Child Safeguarding Policy

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 : 15 July 2024 (Monday), 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.