

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 Operations Manager** position based in Sittwe Office. Please see the following detailed information.

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

TITLE: Area Operations Manager	
TEAM/PROGRAMME: Humanitarian/ Programme Implementation	LOCATION: Sittwe, Rakhine
Number of Position: 1 GRADE: NAT2	CONTRACT LENGTH: Fixed Term
<p>CHILD SAFEGUARDING: (select only one) 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 Operations Manager will provide leadership, managerial oversight, and support through the support team to the Sittwe office, Pauk Taw field office, and other area offices, as well as field operations. The Operations Manager will ensure that all projects receive appropriate operational support to achieve Save the Children International Essential Standards.</p> <p>The Operations Manager will be responsible for ensuring effective, supportive, and empowering line management within Sittwe and field offices, and that programs are implemented in a safe and secure environment. In this position, the Operations Manager holds overall accountability for all staffing, financial management, and operational functions. The Operations Manager will also work closely with the Programme teams led by a Senior Programme Manager. Ensuring effective and supportive collaboration between the support and programme teams will be a major component of the work. To achieve this, the Operations Manager will need to develop a good understanding of the programs implemented by SCI in Rakhine.</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: Head of Area Offices (HAOs) Staff reporting to this post: Support staff Sittwe Office (except Finance and Safety and Security) Budget Responsibilities: 5000 USD (Non-Thematic Cost Only)</p>	



External Representation: Regular contact (advocacy) with government authorities and partner's organizations

Travel: Frequent (over 6 days per month)

Dimensions: Distance management of direct reports and technical supervisees, strategic and budget oversight and positioning, situational analysis, representation, advocacy, staff and partner capacity building

KEY AREAS OF ACCOUNTABILITY :

Support to Project Delivery and Quality

- Ensure that appropriate resources (support staff, means of transport and communication, office space, etc.) are available to programme teams to enable them to smoothly and efficiently deliver high-quality projects in line with project plans.
- Support field teams in identifying and supporting civil society partners, including partner assessment/risk analysis, capacity building planning, and technical support.
- Provide technical input and support to staff developing and implementing emergency response programmes.
- Oversee operational budgets and provide timely and accurate financial reports.
- Act as a representative for the office when necessary, establishing and maintaining positive working relationships and good communication with partners, government agencies, and other key stakeholders.
- Support operational teams in providing necessary assistance to Pauk Taw and other area offices, including regular visits to all areas of project implementation in Rakhine.

Team Management and Development

- Regularly visit the designated field offices to provide appropriate monitoring, guidance, and management support.
- Ensure effective collaboration and coordination among the operations team, Program Managers, and programme staff in the field and Head Office. React quickly and decisively to resolve any internal team challenges and problems.
- Oversee the recruitment and continual development of field-based support staff and ensure the availability of appropriate professional development opportunities through the coordination of the HR Development Fund.
- Ensure that Sittwe and field-based support staff proactively build and maintain the technical skills and competencies required for smooth operations and high-quality projects.
- Ensure the effective use of induction, probationary, and Performance Management Review systems, including the establishment of clear, measurable objectives, learning plans, ongoing feedback, periodic reviews, and fair and unbiased evaluations.
- Practice continuous professional and personal development.

Operational Support Logistics and Supply Chain Management

- Ensure Sittwe and field-based logistics staff implement logistics systems in accordance with Save the Children International procedures and manuals, including the Country Logistics Manual and new Save the Children International logistics initiatives.
- Lead the monitoring of logistics compliance with Save the Children International policies and procedures through regular visits to field sites and close supervision of logistics focal persons, reporting to HAOs and technical supervisors.
- Ensure that Field Coordinators provide technical guidance for the delivery of high-quality logistics support to programs in field offices in accordance with Save the Children standard guidelines.
- Ensure that Field Coordinators build the capacities of logistics focal points in the region through training, mentoring, advising, general support, and on-the-job coaching.
- Identify infrastructure, resource, and training needs, as well as skills gaps in Sittwe and field offices for the effective implementation of logistics online software (Total Inventory Management) and Logistics Key Performance Indicators reporting. Provide recommendations with supporting data/information to the Head Office logistics team.

- Ensure local procurement practices comply with Save the Children International and donor regulations.
- Implement effective monitoring tools and checklists to ensure efficient logistics operations and propose recommendations to the Field Offices.

Administrative and HR Functions

- Manage Sittwe and Field Office teams in administrative tasks such as rental contracting, government relations, and advocacy activities.
- Provide quality HR advice and support to Sittwe and field offices regarding HR practices, including policy compliance, recruitment, induction, learning and development, performance management, reporting, and coordination of HR development fund-associated workshops and training.
- Support and coordinate all recruitment for Sittwe and field offices, including participating in interviews for roles up to Senior Coordinator level.
- Take full responsibility and accountability for compensation and benefits functions, such as leave, medical, and conflict benefits.
- Review all compensation and benefit matters, provide feedback to the Head Office HR team, and closely coordinate with field offices.
- Ensure that all field staff receive thorough induction on their role and on Save the Children International practices and procedures, including Code of Conduct, Fraud, and Child Safeguarding, evidenced by registers and evaluation forms.
- Support new starters through their probation, ensuring that performance management reviews are carried out for all staff within agreed timeframes and are of high quality.
- Assist field office teams in planning and coordinating field office learning plans.
- Ensure accurate and timely HR reporting for each field office, and that all staff receive their salary accurately and promptly each month.
- Conduct regular monitoring and support visits to project offices, coordinating the gathering, analysis, and writing of key metrics and Key Performance Indicators for the designated field offices.
- Build the capacities of all operational staff through on-the-job coaching, as needed.
- Assist in disseminating all relevant Save the Children International policies and procedures, ensuring that all relevant staff receive and understand these policies and procedures, including any specific donor requirements for programs managed in the region.

Financial Management and Reporting

- Oversee Operational Budget with the assistance of Area Awards and Finance Team in terms of budget phasing, BVAs, Area Portfolio and providing “Country Annual Plan (CAP) for the designated field offices” to Finance Department.

Child Safeguarding Responsibilities:

- Ensure that your staff is providing all beneficiaries of your programme with ongoing, age-appropriate verbal or written information in relevant languages about Save the Children’s Child Safeguarding Policy and Code of Conduct.
- Ensure that all field staff receive a thorough induction on their role and on standard Save the Children International policies, practices and procedures, including Code of Conduct, Fraud and Child Safeguarding Policy, Anti-Harassment policy evidenced by registers and evaluation forms.

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



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

ESSENTIAL EXPERIENCE AND SKILLS

Desireable

- 5 years' experience in managing operations and support services.
- Demonstrable experience of designing, facilitating, and evaluating training
- Experience in development or humanitarian sector.
- Experience of developing and supporting teams, and the ability to lead, motivate and build the capacity of teams.
- Strong ability to work in a participatory way, strong facilitation skills, and strong ability for true and empowering delegation.
- Ability to analyze information, evaluate options and to think and plan strategically.
- Experience and demonstrated strong knowledge of effective financial and budgetary control and of managing grants.
- An understanding of national and international development issues is an advantage.
- Demonstrated skills in networking and advocacy.
- Excellent interpersonal, communication and presentation skills.
- Results focused and ability to develop and drive operational solutions.
- Fluency in written and spoken English and Myanmar.
- Commitment to and understanding of Save the Children's aims, values, and principles.
- Ability and willingness to travel domestically and internationally when required.

Educational Qualifications

- University degree in management, or social sciences or other relevant field

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:

For Internal Candidates >>> [Click here](#)

For External Candidates >>> [Click Here](#)

Closing Date : 10 July 2024

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