

Operations Manager, BRACE PMU

Position Description

Reporting to:	Team Leader	Work location:	Ministry of Education and Training, Nuku'alofa, Tonga
Department:	International Programs, Pacific	Budget holder:	No
Team:	Climate Change	Direct reports:	3 – Finance Manager, Procurement and Risk Officer, Provincial Project Coordinator

Here you'll make a difference

At Save the Children Australia, we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.

The Operations Manager will lead the operational functions of the BRACE Project in Tonga, ensuring robust systems and processes for finance, procurement, human resources, risk management, and general administration. This role is central to ensuring that project activities are delivered efficiently, transparently, and in compliance with GCF, government, and Save the Children requirements. The Operations Manager will work closely with the Team Leader and PMU staff to support strategic planning, operational coordination, and continuous improvement.

Building the Climate Resilience of Children and Communities through the Education Sector (BRACE)

The Building the Climate Resilience of Children and Communities through the Education Sector (BRACE) initiative is a new multi-country initiative delivered in Tonga, South Sudan and Cambodia and majority funded by the Green Climate Fund (GCF). BRACE in Tonga will be delivered through a partnership between the Executing Entity (EE) the Government of Tonga, through the Ministry of Education and Training (MET), and the Accredited Entity (AE) Save the Children Australia. The BRACE Project Management Unit (PMU) will be established within MET to effectively support the Ministry to manage and implement key project-related tasks including project planning, coordination, financial management, procurement and contract management, environmental and social risk management, and monitoring and reporting throughout the project implementation period. The PMU is responsible for the overall coordination of BRACE and is led by the Team Leader.

Here your skills will be valued

Role requirements

Operational Coordination

- Lead logistical planning for project activities, including workshops, field missions, and stakeholder engagements.
- Collaborate with technical leads and implementing partners to ensure operational support aligns with programmatic goals.
- Contribute to the development of project workplans, progress reports, and strategic reviews by providing operational insights and data.
- Monitor operational performance indicators and recommend improvements to enhance efficiency and effectiveness.
- Contribute to the preparation of project reports by providing operational data, analysis, and narrative inputs that reflect progress against targets.
- Ensure coordination across PMU teams to streamline workflows and avoid duplication of effort.

Finance and Budget Management

- Track expenditure against budget forecasts, flagging variances and recommending corrective actions to maintain financial health.
- Oversee the development of annual and quarterly financial plans and reports, ensuring alignment with donor and government requirements.
- Ensure compliance with financial policies and procedures of the Government of Tonga, Save the Children, and the Green Climate Fund.
- Support the facilitation of internal and external audits, ensuring all documentation is complete and accessible.
- Develop assets register database and regularly updates and labelling

Procurement and Contracting

- Develop an Annual Procurement Plan and implement procurement plans that support timely delivery of goods and services, in compliance with GCF, MET, and Save the Children procurement policies.
- Manage the full lifecycle of contracts, including drafting, negotiation, execution, and performance monitoring for consultants, vendors, and service providers.
- Ensure procurement processes are competitive, fair, and well-documented to uphold integrity and donor confidence.
- Maintain a centralized procurement database and filing system to support audit readiness and operational efficiency.
- Liaise with legal and finance teams to ensure contractual obligations are met and risks are mitigated.

Human Resources and Administration

- Coordinate recruitment and onboarding of PMU staff and consultants, ensuring adherence to MET and donor HR protocols.
- Oversee performance management systems, including goal setting, reviews, and professional development planning.
- Foster a positive work environment through staff engagement initiatives and capacity-building opportunities.
- Ensure administrative systems (e.g., travel, asset management, office logistics) are efficient and responsive to project needs.
- Maintain personnel records and HR documentation in compliance with organizational and legal standards.

Risk Management and Compliance

- Regularly review and update the project's risk register, identifying emerging risks and implementing mitigation strategies.
- Ensure full compliance with donor, government, and organizational policies, including safeguarding, anti-corruption, and environmental standards.
- Conduct periodic compliance reviews and support corrective actions where gaps are identified.
- Promote a culture of ethical conduct, transparency, and accountability across all operational functions.
- Serve as a focal point for operational risk and compliance issues, escalating concerns as needed.

GEDSI, Safeguarding and Social Risk Management

- Ensure Gender Equality, Disability, and Social Inclusion (GEDSI) principles are embedded in operational planning and implementation, including procurement, recruitment, logistics, and partner coordination.
- Collaborate with technical teams to identify and address operational barriers to inclusion, and promote equitable access to project benefits across all activities.
- Support the collection and use of disaggregated data to inform inclusive practices and improve reporting on GEDSI outcomes.
- Ensure program safeguarding policies are followed by all implementing personnel.
- Identify and address social risks and impacts in line with relevant GCF, Save the Children and Government of Tonga frameworks and policies.

Stakeholder Engagement and Communication

Support the Team leader to:

- Maintain strong relationships with project partners, provincial and national governments, and other stakeholders.
- Ensure regular communication with government heads and partners to support effective implementation.
- Ensure national stakeholders and the public are informed of project progress and performance.

Health, safety, security and risk management

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied
- Ensure staff have completed all required training and have up-to-date background and working with children checks

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the Child Safeguarding Policy & Code of Conduct
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes
- Ensure staff have completed background checks and are trained in child safeguarding in line with organisational and program requirements

All roles at Save the Children contribute to our impact for children.

At Save the Children, every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.

Here you'll belong

It takes all types of people to do the challenging work we do. Here are some of the specific skills and experiences you'll bring in this role:

Essential knowledge or experience

- Minimum 5–8 years' experience in operations management within development or climate resilience programs.
- Proven experience in finance, procurement, HR, and administration in donor-funded projects.
- Strong understanding of compliance frameworks and risk management.
- Excellent organizational and coordination skills.
- Strong interpersonal and communication skills, with experience working across government and donor stakeholders.

Desirable knowledge or experience

- Knowledge of climate change and environmental management programming, particularly in the context of the Pacific.
- Experience of working in, or with, government, ideally in Tonga.
- Experience of work in child centred organisations.
- Knowledge of, or experience with, the Green Climate Fund.

Desirable qualifications and/or accreditations

- Tertiary qualifications in Business Administration, Finance, Public Administration, Human Resource Management, or a related field.
- Project management training or certification.

Additional Information

- Applicants from Pacific Islanders, particularly those from Tonga are strongly encouraged
- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Flexible working will be required including regular out of office hours calls and frequent travel.
- Save the Children Australia is an Equal Opportunity Employer

Driver's Licence:	Required	Travel:	Required
Working with Children Check:	Required	Assets:	Laptop