

Country Director, PNG

Position Description

Reporting to:	Pacific Regional Director	Work location:	Port Moresby, PNG
Department:	International Programs	Budget holder:	Yes
Team:	Pacific Programs	Direct reports:	6

Role Purpose

The Country Director will drive Save the Children’s vision for children in PNG. This role requires a strong leader to take Save the Children’s country program in PNG to the next level, growing the scale and quality of our programs and operations to maximise our impact for children. The Country Director will raise the profile of Save the Children’s work in PNG, drive a quality agenda across all programs and will deliver significant growth to the portfolio in the areas of child protection, health, education, disaster risk reduction, climate change and emergency response.

The Country Director will lead by example to build a high performing and cohesive team, oversee systems and processes for greater operational effectiveness, and will provide strategic focus to new and existing programs. The Country Director will also contribute to high level decision making and the strategic growth of Save the Children’s programs as a member of the Pacific Leadership Team.

Key Areas of Accountability

Role requirements

Team Leadership

- Lead and inspire the PNG country team, driving a culture of high performance and results orientation.
- Identify and develop talent in the country team, and plan for succession of leadership roles.
- Provide guidance and challenge senior managers to improve program quality, increase accountability and effectiveness.
- Build a cohesive team, environment within the PNG country team and facilitate effective working relationships with the Melbourne Office.

Strategic Growth

- Oversee the implementation and review of the 2022-24 strategy and ensure ongoing relevance.
- Lead business development in line with the agreed strategic priorities and targets.
- Refine SC’s Value Proposition by incorporating SCI’s Common Approaches methodology and leveraging innovation and technology
- Contribute to broader SCA, Pacific strategy and growth
- Diversify Program and Product Mix in line with government priorities and reflecting country context

- Integrate program with national strategies, mechanisms and structures

Stakeholder Relationships

- Proactively build strategic networks with government, institutional and private sector donors.
- Build strong and effective relationships with non-government agencies, professional networks and community partners.
- Build the organisation's profile through presentations to prospective donors and relevant stakeholders.
- Participate proactively in all organisational requirements including audits, training and development and continuous improvement activities.
- Deal effectively and efficiently with internal stakeholders to ensure the resolution of issues in a timely fashion.

Profiling and Branding

- Profile the organisation through branding, advocacy, local partnerships, regional platforms and operational excellence
- Seek opportunities to advocate on behalf of children's rights and to promote Save the Children within local and international media in collaboration with the Media Team.

Program Oversight

- Lead and support the team to ensure the efficient and effective management of all programs in line with agreed plans and budgets.
- Ensure effective planning, human resource management, administration and reporting systems are in place to support programs.
- Lead and support team to work with Melbourne based program, quality and technical teams to ensure effective program delivery.
- Work with Melbourne based teams to deliver timely and effective humanitarian response programs, and build humanitarian response capacity in the PNG country team.

Financial and Operational Oversight

- Develop a culture of cost-consciousness in the PNG country team, and ensure compliance with Save the Children's financial policies.
- Ensure sound financial management processes, including monitoring and review of expenditure, taking prompt action to tackle variances and control gaps, and ensure tight control over operating costs.
- Ensure the efficient and proper use of funds and assets, in compliance with Save the Children policies and procedures for financial control and reporting.
- Ensure timely and quality program and financial reporting, in line with internal and donor requirements.
- Identify and effectively manage all risk associated with delivering the country program.
- Where required, facilitate capacity building to ensure the uptake of new policies, systems and processes across programs, finance, administrative and human resource functions.
- Ensure program and organisational governance and compliance, including statutory compliance, external audits

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
- Act safely at all times

- 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.

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 Code of Conduct and child safeguarding and protection policies and standards (click [here](#) to view further details)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes.

Person Specification

Essential knowledge or experience

- Significant experience in a senior management role
- Experience building strong and dynamic teams
- Financial management experience, including management of large scale budgets, instituting financial controls, and all aspects of grant management
- Track record in successful business development
- Demonstrated experience of project planning, monitoring and reporting
- Demonstrated experience in high level representation and fundraising
- Experience in risk assessment and management
- Sound understanding of the child rights approach to development
- Change management experience
- Strategic development and review experience
- Highly developed leadership skills
- Highly developed relationship building, influencing, negotiating and interpersonal skills
- High level of cultural awareness and an ability to adapt and negotiate between cultural difference
- Initiative, flexibility and ability to work independently as well as in a team.
- Results oriented with a demonstrated ability to think strategically, to analyse complex information and offer creative, practical solutions.
- High levels of confidentiality and integrity (relating to both data and verbal communication).
- The resilience and personal circumstances to be able to travel within the country and internationally as required

Desirable knowledge or experience

- PNG experience is highly desirable

Required qualifications and/or accreditations

- Tertiary qualification/s in relevant and related discipline, or equivalent experience.

Driver's Licence:

Working with Children Check:

Classification Level:

Required

Required

Individual Agreement

Travel:

Assets:

Required

Laptop