

Country Director, Vanuatu

Position Description

Reporting to:	Pacific Regional Director	Work location:	Port Vila, Vanuatu
Department:	International Programs	Budget holder:	Yes
Team:	Pacific Region Leadership Team	Direct reports:	6

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 Country Director will drive Save the Children's vision for children in Vanuatu. This role requires a strong leader to take Save the Children's country program in Vanuatu to the next level, assuring 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 Vanuatu, 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.

Here your skills will be valued

Role requirements

Team Leadership

- Lead and inspire Vanuatu 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 Vanuatu country team and facilitate effective working relationships with the Melbourne Office.

Strategic Growth

- Oversee the implementation and review of the three-year 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 Save the Children Australia and Pacific strategies and growth.
- Diversify program and advocacy funding and align and integrate with national strategies, partners, structures, and context.

Stakeholder Relationships

- Proactively build strategic networks with national and provincial 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, regional 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 regional and head office based program, quality and technical teams to ensure effective program delivery.
- Work with regional and head office teams to deliver timely and effective humanitarian response programs, and build humanitarian response capacity in Vanuatu country team.

Financial and Operational Oversight

- Develop a culture of cost-consciousness in Vanuatu 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
- Ensure staff have completed all required training and have up-to-date background and working with children checks
- Lead and promote a culture of strong governance promoting employee health, safety and security and operational risk management
- Show leadership towards health and safety awareness and improvements

Being a leader at Save the Children Australia means leading with heart, enabling others, and delivering results. Leaders are expected to uphold, and role model the behaviours outlined in our Leadership Framework.

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](#)
- 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
- 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

- 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

- Vanuatu/Pacific experience is strongly preferred

Required qualifications and/or accreditations

- Tertiary qualification/s in relevant and related discipline

Additional Information

- 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
- Save the Children Australia is an Equal Opportunity Employer

Driver's Licence: Required **Travel:** Required

Working with Children Check: Required **Assets:** Laptop