

Country Lead, Tonga

Position Description

Reporting to:	Pacific Program Operations Director	Work location:	Nuku'alofa, Tonga
Department:	International Programs	Budget holder:	Yes
Team:	Pacific Programs	Direct reports:	3 and matrixed oversight of PMUs and project teams

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 Tonga Country Lead represents Save the Children Australia (SCA) in Tonga and is responsible for the strategic leadership, coordination, and oversight of SCA's program presence in the country. This includes oversight of Program Management Units (PMUs) and standalone projects. While Tonga is not a formal Country Office, the Country Lead plays a pivotal role in ensuring program quality, strategic alignment, and effective stakeholder engagement.

The role will drive SCA's value proposition and brand in Tonga, advancing the organisation's three breakthroughs for children:

- No child dies from preventable causes before their fifth birthday
- All children learn from a quality basic education
- Violence against children is no longer tolerated

Here your skills will be valued

Role requirements

Strategic Leadership, Business Development and Representation

- Lead the strategic direction of SCA's work in Tonga, ensuring alignment with Pacific regional priorities and national development goals
- Represent SCA in high-level forums, with government, donors, and civil society
- Build and maintain strategic partnerships with government ministries, donors, UN agencies, and INGOs
- Identify and pursue new funding opportunities in collaboration with the Pacific Regional Office
- Establish a physical presence in Tonga including office set up, bank account establishment, insurances and business services
- Provide the Tongan context and contribute to the development of proposals and donor engagement strategies
- Lead strategic business development forums (SBDF) on future opportunities in Tonga
- Enable long-term strategic partnership and engagement through effective relationship-building
- Conduct stakeholder mapping and develop engagement strategies to grow SCA's impact in Tonga
- Build a network of contacts in the development and humanitarian sector to advance SCA's brand and reputation in Tonga
- Provide periodic reporting to the Pacific Program Operations Director, Pacific Regional Director or SCA as required

Program Oversight and Quality

- Oversee the implementation of development projects in line with donor and SCA requirements, with support and advice to the PMU Leads

- Ensure effective grant management, compliance with donor and SCA requirements, and timely reporting
- Support PMUs and project teams in achieving program outcomes and embedding PMM tools
- Lead risk management assessments and ensure mitigation strategies are in place
- Ensure financial, operational and reporting compliance by Tonga projects
- Work with teams to coordinate all Technical Assistance inputs and logistics for all projects
- Oversee ongoing financial management and audit requirements of projects
- Prepare budgets and forecasts with the support of PMU finance leads and RO Finance Advisor
- Prepare briefing notes and support all visitors from SCA and Donors to Tonga
- Oversee any regionally focused programs in Tonga
- Directly supervise two PMU Team Leaders and the Program and Partnerships Manager
- Carry out performance management of SCA staff engaged on projects in Tonga

Partnerships and Localisation

- Strengthen partnerships with civil society organisations and government stakeholders
- Support capacity development of local partners and promote their leadership in program delivery
- Facilitate inclusive planning processes that elevate youth and children's voices
- Develop partnerships and opportunities for collaboration with non-government and international actors, specifically:
 - Represent SCA by attending donor forums, meetings and committee events with respective Ministries, Partners and Participant groups
- Position SCA as a leading INGO working with children in Tonga, including profiling and visibility of SCA in Tonga, such as involvement in awareness campaigns and internationally recognised days, and making sure visibility complies with SCA guidelines
- Work closely with the host government to influence and shape policy to improve the lives of children, specifically:
 - Attend high-level meetings such as the Local Education Group (LEG), supporting or fulfilling secretariat functions and other stakeholder management as requested
 - Facilitate endorsement of actions for the Global Partnership for Education (GPE) and other Education sector projects from the LEG

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

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

- Minimum of 15 years' experience directing programs and monitoring outcomes in a socially responsible organisation and/or business
- Demonstrated experience in working alongside national staff in a culturally sensitive manner to build capacity
- Demonstrated leadership and management skills in a complex international setting
- Significant experience leading strategic planning, program design and proposal development
- Significant experience overseeing operational requirements, financial management, risk management, procurement and human resources
- Experience in successfully establishing and managing collaborative relationships and partnerships with counterparts
- Strong representation and influencing skills
- Fluency in written and spoken English

Desirable knowledge or experience

- Experience in an NGO environment
- Tongan National or experience working in Tonga
- Fluency in Tongan language
- Conversant with diverse monitoring and evaluation methodologies, operational research approaches and integrated MEAL systems

Required qualifications

- Tertiary qualification in a relevant 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: Not required

Assets: Laptop