

# Team Leader (Program Manager), BRACE PMU

## Position Description

<b>Reporting to:</b>	MET Director Project Management and Coordination Division and Save the Children Tonga Country Lead	<b>Work location:</b>	Ministry of Education and Training, Nuku'alofa, Tonga
<b>Department:</b>	International Programs, Pacific	<b>Budget holder:</b>	Yes
<b>Team:</b>	Climate Change	<b>Direct reports:</b>	(4) Operations Manager, Project Quality & MEAL Manager, Education Advisor, Climate Change Advisor

### 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 Team Leader will lead the implementation of the BRACE initiative in Tonga, ensuring that all activities are aligned with the program design, implementation plan, and budget. The role requires strong leadership in managing the PMU and coordinating with government and development partners to build climate resilience through the education sector, including through supporting climate resilient school infrastructure. In leading the project and its team, the PMU Team Leader will guide, coordinate and manage the day-to-day work of the PMU in the areas of implementation, procurement, financial management and compliance, monitoring and evaluation, reporting, communication and technical advice. The Team Leader will ensure compliance with financial, procurement, and policy frameworks of the Government of Tonga (GoT), Save the Children Australia (SCA), and the Green Climate Fund (GCF).

### 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

#### Program Leadership and Management

- Lead and manage the BRACE Project Management Unit (PMU), ensuring high-quality, results-oriented planning, implementation, and reporting in compliance with donor, government, and Save the Children (SC) procedures.

- Act as the key focal point for the project, interfacing with the GoT, SCA, and other key stakeholders.
- Make day-to-day decisions to ensure timely implementation of approved plans and achievement of project objectives.
- Ensure all activities are consistent with the Funded Activity Agreement, approved Procurement Plan, Project Operations Manual, Environmental and Social Safeguards Assessment and Residual Risk Management Plan (ESSARRMP), M&E framework and other SCA, GoT and GCF policies and procedures as applicable.
- Lead the annual review and reporting process and support project self-assessment.

#### **Planning, Coordination, and Governance**

- Develop, maintain and oversee the detailed implementation plan, budget and financial forecasts.
- Maintain an integrated implementation plan in consultation with government departments and technical managers.
- Ensure alignment and coordination with other donor-funded activities.
- Provide secretariat functions to the Project Steering Committee (PSC) and Technical Working Group (TWG), ensuring participatory decision-making and robust documentation of decisions.
- Support program governance through reporting to the Grant Management Committee (GMC) and raising critical issues as needed.

#### **Stakeholder Engagement and Communication**

- Maintain strong relationships with project partners, provincial and national governments, and other stakeholders.
- Facilitate public awareness and stakeholder engagement, including civil society and persons with disabilities.
- Ensure regular communication with government heads and partners to support effective implementation.
- Serve as the focal point for media and public communications, including managing press releases.
- Ensure national stakeholders and the public are informed of project progress and performance.

#### **Monitoring, Evaluation, and Reporting**

- Oversee Monitoring, Evaluation, Accountability, and Learning (MEAL) functions to ensure performance monitoring and alignment with planned results.
- Ensure timely and high-quality internal and external reporting, including six-monthly and Annual Progress Reports and Financial Reports.
- Maintain and update the program risk register and proactively escalate programmatic risk.
- Ensure reporting meets donor quality standards and is submitted on time to relevant stakeholders.

#### **Financial and Risk Management**

- Oversee procurement, financial management, and audit processes to ensure compliance with donor, SCA and GoT regulations.
- Monitor and manage project risks, implementing appropriate mitigation strategies.
- Ensure sound budget tracking and financial reporting through the PMU Finance Manager.

#### **Human Resources and Contract Management**

- Lead the PMU and all consultants recruited by the project and provide them with guidance on project procedures, policies and proactive management of risks.
- Manage performance of PMU staff, including performance appraisals, coaching, training, and professional development.
- Oversee, monitor and the management of consultant and other contracts under the project ensuring the due diligence checks are undertaken, that work is completed as per contract deliverables and that payments are made correctly and in a timely manner.
- Promote teamwork, discipline, and commitment within the PMU.

- Lead recruitment, onboarding and management of technical advisers.
- Ensure all MET and SC personnel complete mandatory training and are aware of their responsibilities regarding grant management, fraud, anti-corruption, workplace health and safety, child protection, PSEAH and safeguarding.

#### **Safeguarding and Social Risk Management**

- Ensure program safeguarding policies are followed by all implementing personnel.
- Identify and address social risks and impacts in line with relevant frameworks and policies.

#### **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**

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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**

- At least 10 years' experience managing complex projects with multiple partners especially government agencies or ministries and preferably experience in managing infrastructure related projects
- Extensive experience in Tonga and/or the Pacific Islands
- Previous experience as a Team Leader, Chief of Party or similar role
- Demonstrated application of project management disciplines
- Proven ability to build and strengthen strategic partnerships and foster strong working relationships with key stakeholders

- Demonstrated strategic planning skills including strong time management, administrative and organisational skills
- Demonstrated ability to create and sustain a strong, inclusive team culture that drives performance and fosters collaboration
- Outstanding problem-solving skills and innovation mindset supported by strong analytical capability
- High levels of behavioural flexibility and emotional intelligence and experience operating within a complex environment and dealing with ambiguity
- Excellent ability to engage and influence others across all levels of the organisation, Government and other stakeholders
- Highly developed communication skills, written and verbal, and the ability to present information clearly and effectively to a wide range of internal and external audiences, including highly developed report writing skills
- The ability to effectively coordinate resources and drive outcomes
- A willingness to travel to provincial locations within Tonga and regionally

#### **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.

#### **Required qualifications and/or accreditations**

- Post-graduate qualifications in Education, Climate Change, Social Sciences, International Development, Business Management, Engineering or a similar area
- Project management training or certification.

#### **Additional Information**

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- 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