

Team Leader – SOLKAS PMU

Position Description

Reporting to:	Country Director, SOL	Work location:	Honiara, Solomon Islands
Department:	International Programs, Pacific	Budget holder:	Yes
Team:	Climate Change	Direct reports:	(4) Climate Change Manager, Program Quality & MEAL Manager, Finance and Procurement Manager, HR & Officer Manager

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 PMU Team Leader holds the senior leadership role within the PMU, responsible for overseeing the technical supervision and implementation of the project. This role ensures effective coordination and technical support across national (ministry level), provincial and ward-level government departments aligning project activities with approved and compliance requirements of the GCF, the AE and the Solomon Islands Government.

The PMU Team Leader will be responsible for overall project management, program risk management, coordination and engagement with all levels of government and broader project stakeholders. In leading the project and its team, the PMU Team Leader will guide, coordinate and manage the daily operations of the PMU across procurement, financial management and compliance, monitoring and evaluation, reporting, communications and the provision of technical advice.

Solomon Islands Knowledge-Action-Sustainability for Resilient Villages (SOLKAS) Project

The Solomon Islands Knowledge-Action-Sustainability for Resilient Villages (SOLKAS) Project is one of the largest locally led adaptation projects globally, and one of the first with a strong focus on the education sector. Largely funded under the Green Climate Fund (GCF) with co-finance from the governments of Australia and New Zealand, it has been designed to reduce children, youth and communities' exposure to climate hazards and help build sustainable, resilient communities and livelihoods in the context of climate change.

Working with communities across six provinces, the project will strengthen resilience to climate change impacts by strengthening the capacities of national, subnational, and local governments, communities, and schools to understand, plan for and implement responses to the climate crisis. The project will achieve this through activities under three components:

1. Community-led development of adaptation plans, climate change knowledge and skills, and access to climate change information.
2. Resilient livelihoods, food and nutrition security, and school-level infrastructure; and
3. Institutional strengthening.

SOLKAS is a partnership between the Government of the Solomon Islands, through the Ministry of Environment, Climate Change, Disaster Management, and Meteorology (MECDM), and Save the Children Solomon Islands (SCSI). The Accredited Entity (AE) with overall accountability for the project to the GCF is Save the Children Australia (SCA).

Project implementation is managed by a Program Management Unit (PMU) under the supervision of

MECDM and SCSi. Project activities are delivered by SCSi and the relevant government department including Ministry of Rural Development, Ministry of Education and Human Resources Development, Ministry of Agriculture and Livestock, Ministry of Fisheries and Marine Resources, Ministry of Women, Youth, Children, and Family Affairs, and Ministry of Provincial Government and Institutional Strengthening.

Here your skills will be valued

Role requirements

Team Leadership of Accountability

- Lead high quality, results orientated planning, implementation and reporting in compliance with donor, government and Save the Children agreements and procedures.
- Provide strong leadership and supervision of the PMU staff.
- Manage performance of the PMU staff, including performance appraisals, coaching and development.
- Facilitate the National Technical Working Group and National Steering Committee in a secretariat function.
- Oversee recruitment of consultants and employees of the project.
- Ensure development and effective operation of the project's Grievance Redress Mechanism.
- Role model the values of the Solomon Islands Government, Save the Children, and the Green Climate Fund, promoting values-based leadership.

Project Management

- Act as the key focal point for the project and interface with the Solomon Islands Government, SCSi, SCA and other key implementing partners and stakeholders as required.
 - Monitor and manage the key risks associated with the delivery of the project including implementation of appropriate mitigation measures.
 - In consultation with relevant government departments and project technical advisors, maintain and monitor an integrated implementation plan.
 - Lead the team to deliver the project on schedule and budget, ensuring the project support functions (finance, human resources, procurement and administration) are working effectively and efficiently.
 - Ensure achievements of the SOLKAS objectives as detailed in the project proposal and guidance, are in line with GCF and SC guidelines.
- Ensure close coordination between PMU, the Solomon Islands Government, SCSi and SCA

Project Monitoring and Reporting

- Provide oversight of the Monitoring and Evaluation (M&E) of the project.
 - Review and ensure, through the PMU Finance Manager, sound budget tracking and reporting against project expenditure and progress, ensuring donor compliance and accountability standards are met (including project audits when required).
 - Review and ensure, through the MEAL Manager and Communication Manager, the quality and consistency of all internal and external reports.
 - Ensure that project reporting and documentation meet donor quality standards and requirements and are submitted on-time to the National Technical Working Group, other project stakeholders and the Accredited Entity (SCA).
- Raise any critical issues or risks to the National Technical Working Group and follow up on agreed actions

Stakeholder relationship management

- Maintain strong relationships with the project partners, provincial and national

government, other relevant stakeholders.

- Ensure all key stakeholders are kept appropriately informed of project progress and are provided with effective opportunities to provide input into project implementation.
- Ensure and support regular communication with the heads of all the Government and Provincial departments for the effective, efficient and timely implementation of project activities.
- Ensure the communications function is working effectively and that the project is well represented nationally and internationally

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

- Substantial experience managing complex projects (valued over USD15m) with multiple partners, especially government agencies or line ministries.
- Extensive experience in the Solomon Islands and/or the Pacific.
- Previous experience as a Team Leader, Chief of Party or similar role for multilateral funded program.
- Proven project management skills, including successfully delivering large-scale complex projects from initiation to completion with a focus on project

mobilisation, delivery and accountability.

- Demonstrated strategic planning skills, including strong time management, administrative and organisational skills.
- Demonstrated application of project management disciplines (including Agile).
- Outstanding problem-solving skills and an innovation mindset, supported by strong analytical capability.
- Proven ability to develop and report on KPIs to measure the success of project management processes.
- Experience operating within a complex environment and dealing with ambiguity.
- High levels of behavioural flexibility and emotional intelligence.
- 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.
- Knowledge in the fields of financial management, procurement management, and monitoring and evaluation.
- A willingness to travel to provincial locations within the Solomon Islands (approx. 30%).

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 the Solomon Islands.
- Experience of work in child centred organisations.
- Knowledge of, or experience with, the Green Climate Fund.
- Understanding of Solomon Islands Pijin.

Required qualifications and/or accreditations

- University education (Degree or preferably Masters levels) in Climate Change, International Development or related field, or relevant equivalent experience.
- Project management training or certification, or relevant equivalent experience.

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