

Program Director

Position Description

Reporting to:	Country Director	Work location:	Port Moresby, PNG
Department:	International Programs	Budget holder:	Yes
Team:	Pacific – PNG Program	Direct reports:	Up to 10

Role Purpose

The Program Director is responsible for ensuring overall program management and quality delivery of Save the Children’s development as well as emergency response programs in PNG. This will require providing strategic overview and strong, sustained coordination with the Director – Strategy and Business Development.

The job holder has overall responsibility for planning and coordination of all project-related personnel and activities. They are responsible for ensuring timely and quality delivery of the planned projects and programs and will be held accountable for all aspects of program implementation including administrative, project-related procurement and supplies, financial and quality reporting requirements. The role includes significant representational responsibilities with key government ministries, non-governmental stakeholders and partners.

The role will oversee procurement, supply chain and award (grant) management to ensure that the SC PNG complies with and application of Save the Children International’s and Save the Children Australia’s policies and procedures. Oversee and ensure that the SC PNG abides by the donor award conditions and local legal and governance structures.

The role reports to the Country Director, who holds ultimate accountability for the PNG country office. The Program Director is a member of the Senior Management Team in Papua New Guinea and may act as Country Director as required based on the travel and work requirements of the Country Director.

Key Areas of Accountability

Role requirements

Strategic program development

- Contribute to the strategic vision and direction of Save the Children programs in PNG.
- Take a lead role in developing detailed implementation plans ensuring coordination of all technical input to country strategy, proposals and reports.
- Participate in conceptualising and designing cost-effective, innovative and high-quality implementable programs.
- Ensure that programs are relevant to children in PNG and the global objectives of Save the Children.
- Participate as a key member in PNG Senior Management Team and support effective management of the country office.
- Promote a culture of learning and continuous improvement within the PNG program.

As a member of the Senior Management Team

- Contribute to the leadership of the PNG Country Office.
- Support the development of an organisational culture that reflects our dual mandate values, promotes accountability and high performance, encourages a team culture of learning, creativity and innovation, and frees up our people to deliver outstanding results for children and excellent service for our members and donors.

- Develop and implement comprehensive change management strategies, conducting impact assessments to identify risks, and fostering a culture of openness and resilience within the organisation.
- Provide coverage for the Country Director as required

Program implementation & technical assistance

- Ensure that program staff are well-oriented on program and project goals, objectives, expected results and donor requirements.
- Responsible for strategic overview of program implementation and ensuring delivery of quality programs in line with the country strategy
- Ensure programs are implemented in ways responsive to the communities and children in line with Save the Children principles, values and strategic plan and following Save the Children compliance procedures.
- Coordinates and liaises with relevant department heads to ensure that proper policies, procedures and operational systems are in place to properly and adequately support program implementation.
- Oversees timely, efficient and effective delivery of a high-quality child-focused and rights-based programs including:
 - Creation and revision of Detailed Implementation Plans
 - Review of Budget vs Actuals reports and provision of variance analysis
 - Direct line management of Project Managers, Field Office Managers and MEAL and Supply Chain Managers
 - Compliance with donor and SCA/SCI regulations on all projects.
 - Review Project teams structure and ensure timely recruitment of staff, ensuring they have clear objectives and receive meaningful feedback on their performance regularly, in collaboration with HR.
 - Have oversight and be accountable for all program and operations budgets; ensure tight financial oversight of project budgets, maintaining timely expenditure in line with agreed priorities and donor guidelines.
- Identify capacity gaps and arrange for appropriate training of Project Team staff to adequately equip them with the skills and knowledge required to accomplish their responsibilities.
- Support the program team in ensuring adequate resources are secured for program activities from both grants and the private funds of Save the Children members, including identifying strategic leads and concepts.
- With the assistance of the Pacific Regional Office (RO) introduce Award Management processes as per SCI Quality Framework, including the use of AMS within the country office.

Development of partnerships & networks

- Establish and nurture constructive relationships and networks among relevant government, donor, civil society, academic and private sector stakeholders through effective liaison and collaboration.
- Ensure program partners have partnership agreements in line with Save the Children requirements including those for child safeguarding.
- Closely monitor partnerships to ensure they satisfy standards of good organisational practice and meet agreed results.
- Seek opportunities to provide capacity strengthening for local partners to improve outcomes and sustainability of organisations.

Monitoring, Evaluation, Accountability & Learning

- Lead the Project Teams in developing detailed project Log frames and MEAL plans.
- Ensure that monitoring and evaluation tools are systematically implemented and used by the teams, in cooperation with Pacific RO Technical Advisors (TA).
- Support the MEAL team to conduct baseline and endline surveys, regular monitoring, review and evaluation, in cooperation with TAs

- Through the established M&E system, deliver results-based programming and provide evidence of impact.
- Foster an integrated approach by coordinating and cooperating with all thematic and cross cutting areas (child protection, education, health, climate, social protection and GEDSI), during implementation and for future program design and development.
- Ensure that interventions are designed based on an understanding of gender disability and social inclusion and that project managers seek to support the different needs and opportunities of women, men, boys and girls.
- Guide PMs in the development of high-quality reports and case studies, and ensure timely delivery.
- Champion learning, and incorporate analysis and lessons learned into new strategies/activities and advocacy work.

Award and Financial Management

- Ensure regular monitoring and monthly reporting on all award management aspects: phased budget and actual expenses analysis, work-plan progress and updating, procurement plan revision, data collection and analysis and monitoring of indicators.
- Support the Supply Chain Manager and the FO Managers to deliver on timely procurement (planning, purchase, delivery etc) in strict adherence with Save the Children's procurement and logistics policies.
- Liaise with the Senior Finance Manager to ensure that effective systems are put in place, and regularly reviewed, to allow adequate project financial management and controls including:
 - Budget vs Actuals and Variance reporting
 - Input into monthly GMC process on financial position and risk
 - Budget forecasting and reforecasting processes
 - Offline expenditure tracking
 - Documentation of all controls and procedures.
- Take full responsibility for the delegated budget holding and support delegated budget holders in the Project areas in making decisions regarding budget allocations and alerting the Country Director and other SCA departments of any issues which may arise.

Emergency Response Management

- Strengthen the country office organisational readiness to respond to emergencies including ensuring that the country office designs, updates and implements a full set of emergency preparedness actions, drawing on SCA input and resources
- Act as a Humanitarian Focal Point for representation to national humanitarian coordination mechanisms, with a particular emphasis on leading engagement in Protection and Education clusters with relevant technical advisers.
- Lead the response planning and implementation for uncategorised or small-scale (Cat4) disasters.
- Work with the Pacific RO in ensuring the prepositioning and management of NFIs in country

Health, Safety, Security and Risk Management

- Be a role model for safety and security, including complying with all safety instructions and training given at the workplace.
- Act in a safe manner at all times, including complying with all safety instructions and training given at the workplace
- Participate in, and contribute to, health and safety awareness and improvements
- Report all incidents, injuries and potential hazards in a timely manner
- Be aware of, and consider, the risks associated with your team's everyday work and ensure appropriate 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

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
- Ensure staff have completed background checks and are trained in child safeguarding in line with organisational and program requirements

Person Specification

Essential knowledge or experience

- At least 5 years of management experience preferably in an I/NGO environment, including experience in directing and implementing programs for children in both emergency and development contexts,
- Demonstrated significant experience in health, education, protection, livelihood sectors in a developing country context.
- Demonstrated management experience in program quality and MEAL functions
- Sound program cycle management experience and ability to work in a complex organisation structure.
- Knowledge / experience in humanitarian response
- Substantial knowledge of financial management and budgetary control
- Demonstrated management and development of diverse teams of national and international professional staff.
- Proven sound strategic thinking and planning skills, including ability to think creatively, analyse and be innovative, set priorities, manage work plans and evaluate progress.
- Highly developed relationship building, negotiation and interpersonal skills including with national government personnel and development partners
- Highly developed verbal and written communication and presentation skills. Fluency in written and spoken English. Tok Pisin desirable.
- Commitment to and understanding of Save the Children’s aims, values and principles including rights-based approaches.

Required qualifications and/or accreditations

- Tertiary qualification/s in a relevant and related discipline in social and international development.

Driver’s Licence:	Preferred	Travel:	Required
Working with Children Check:	Required	Assets:	Laptop
Classification Level:	Individual Agreement		