

# Strategy and Business Development Director

## Position Description

<b>Reporting to:</b>	Country Director	<b>Work location:</b>	Port Moresby, PNG
<b>Department:</b>	International Programs	<b>Budget holder:</b>	Yes
<b>Team:</b>	Pacific – PNG Program	<b>Direct reports:</b>	Up to 4

## Role Purpose

As a member of the Senior Leadership Team (SLT) in the PNG Country Office, the Director of Strategy and Business Development will be responsible for developing and driving the country strategy and leading business development to ensure resources match the strategic ambition.

The role holder ensures that all our work is aligned with child rights programming, and meets standards for child safeguarding and gender equality. The role ensures capability building, mentoring and coaching of technical specialists in order to support program quality in line with global standards and key performance indicators.

As a senior leader in the office and one that is responsible for business development, s/he plays a representational role with the government, donors, partners, peer agencies, and others in order to attract funding from institutional donors, UN agencies, foundations and the private sector.

## Key Areas of Accountability

### Role requirements

#### 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

#### Lead Strategy and Planning

- Support the development and delivery of PNG's Country Strategic Plan (CSP), aligned to Save the Children's Pacific Regional Strategy as well as our Global Strategy and Theory of Change.
- Drive and accelerate sustainable portfolio growth that matches the CSP ambition.
- Lead the Country Office strategy reporting exercises, ensuring strong feedback loops that guide the office to demonstrate evidence and impact.

#### Drive Strategic Donor Engagement and New Business Development

- Lead on and drive the Country Office portfolio funding strategy by working closely with the PNG SMT on donor engagement, build a funding pipeline and working collaboratively with technical advisors to generate new opportunities.
- Streamline proposal development processes, manage the pipeline tracking system, and develop engagement plans with government, donors, partners, peer agencies, and others.

- Facilitate conversations with PDQ, TA, humanitarian and operations teams to gather intelligence, assess competitiveness, support decision-making on Go/No Go decisions, and adequately resource teams for pursuing all strategic funding opportunities.
- Maintain and build capacity in systems or processes for collecting donor, implementing partner, and competitor intelligence and information.
- Lead all proposal development with support from relevant Technical Advisors, and in collaboration with program and finance teams.
- Introduce innovative approaches to secure flexible funding to invest in quality, evidence and learning
- Support the establishment and management of a pipeline of strategic and operational partnerships for future programme development and implementation.

### **Ensure Programme Quality and Strengthen Technical Expertise**

- Work collaboratively with the technical and program teams to ensure that evidence-based approaches, especially Save the Children's Common Approaches are adopted and updated to ensure that we have the greatest positive impact on children.
- Support the roll-out of child safeguarding, safe programming and PSEA guidelines and practices to ensure that all programmes are designed safe for children, staff, volunteers and other stakeholders.
- Support gender equality across all our programming, and uplift inclusion as a way to ensure that the rights of all children are upheld.
- Lead on the identification, portfolio development and appointment of appropriate technical expertise aligned to sustainable portfolio growth.
- Ensure resourcing for technical expertise from regional and global pools where needed.
- Develop a systems approach for capacity building of technical staff, particularly in supporting career pathways of national staff to take on thematic leadership opportunities.
- Drive and support processes to promote Save the Children identified Common Approaches.

### **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

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### Essential knowledge or experience

- At least 10 years' experience in a senior role driving development programming in complex environments, including substantial experience with strategy and business development.
- Experience in developing and implementing organisational vision and strategies.
- Demonstrated experience in leading assessments of funding landscapes, and developing programme funding strategies to meet strategic goals.
- Extensive experience managing diverse, complex and high performing teams and supporting professional development opportunities for national staff.
- Demonstrated professional experience designing and implementing programming within at least one of Save the Children's thematic areas (health & nutrition, education, child protection, child poverty and child rights governance) or regional cross-thematic areas (adolescents, climate, gender and partnership).
- Demonstrated experience in program design and research and evidence generation initiatives.
- Highly developed networking skills and ability to form productive working relationships and in establishing strategic partnerships with key stakeholders including local NGOs, UN, donors, government and research institutions.
- Highly developed interpersonal and communication skills including communicating with impact, influencing, negotiation, mentoring and coaching.
- Demonstrated ability to lead and thrive in a matrix management environment with a proven history of delivering results.
- Strong experience in structured program learning approaches, including design and implementation of action research methodologies that can guide programmatic excellence and policy change in humanitarian and development contexts.
- Fluency in English and excellent written and oral skills.
- Commitment to Save the Children values.
- Ability and willingness to change work practices and hours in the event of major emergencies.

### Desirable

- An advanced degree in a relevant field either in relation to research, humanitarian and development studies, monitoring and evaluation or in one or more of Save the Children's thematic areas (education, health & nutrition, child protection, child rights governance and child poverty) or cross-thematic areas (gender, adolescents & youth, climate) is considered a plus.
- Professional experience in PNG or the Pacific region considered a plus.

### Required qualifications and/or accreditations

- Master's degree in international development, business administration, public administration, or related qualifications.
- Background in business development, donor and relationships management, strategic portfolio analysis and change management required.

<b>Driver's Licence:</b>	Preferred	<b>Travel:</b>	Required
<b>Working with Children Check:</b>	Required	<b>Assets:</b>	Laptop
<b>Classification Level:</b>	Individual Agreement		