

Team Leader, Child Nutrition & Protection Position Description

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

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 provide overall leadership and strategic direction for implementing the Child Nutrition and Social Protection (CNSP) project in East New Britain and Chimbu provinces. CNSP's goal is to increase utilization of priority nutrition interventions and purchasing power of first thousand-day households in selected provinces and to provide immediate response in the event of an eligible crisis or emergency.

The Team Leader has overall responsibility for planning and coordination of all personnel and activities under Save the Children's CNSP responsibilities. They are responsible for ensuring timely and quality delivery of the CNSP project, and will be held accountable for all aspects of CNSP implementation including quality financial and technical reporting requirements. The Team Leader will ensure effective coordination with government stakeholders, donors, and implementing partners to achieve CNSP objectives and deliver high-quality results for children and families.

The role reports to the Country Director, who holds ultimate accountability for the PNG country office.

Here your skills will be valued

Role requirements

Strategic Leadership and Coordination

- Provide overall leadership and strategic direction for CNSP implementation, ensuring alignment with PNG national priorities and Save the Children objectives.
- Maintain strategic relationships with key stakeholders, including the Department for Community Development and Religion (DfCDR), National Department of Health (NDoH), World Bank, Australian Government Department of Foreign Affairs and Trade (DFAT), and any other key stakeholders and partners.
- Represent Save the Children in high-level meetings and forums related to CNSP.
- Coordinate closely with the Component Management Unit (CMU) to ensure harmonized implementation approaches and timely reporting.
- Ensure Save the Children leadership in the PNG Cash Working Group.
- Promote a culture of learning and continuous improvement within the PNG country program.

Program Management and Delivery

- Oversee the planning and implementation of CNSP activities, ensuring timely and quality delivery across all provinces.
- Monitor key performance indicators (KPIs) for program delivery and address any implementation challenges through collaborative work across Save the Children functions.
- Ensure adherence to donor requirements, project timelines, and budget execution.
- Lead the development and refinement of detailed implementation plans – ensuring alignment with the national CNSP roll-out strategy.

Operational Oversight

- Provide strategic guidance on CNSP operational aspects, including logistics, procurement, and administrative functions.
- Ensure compliance with Save the Children's policies, procedures, and donor requirements.
- Oversee the establishment and management of project offices in two provinces, with the potential for expansion.

Team Management and Capacity Building

- Lead and manage the CNSP team, fostering a culture of accountability, innovation, and results-oriented performance.
- Oversee the recruitment, onboarding, and performance management of CNSP staff, ensuring that they are well-oriented on CNSP, objectives, expected results and donor requirements.
- Identify capacity-building needs within the team and facilitate appropriate training and development opportunities.

Stakeholder Engagement and Advocacy

- Build and maintain strong relationships with government officials, donors, and other key stakeholders at the national and provincial levels.
- Advocate for the CNSP project and its objectives, promoting the importance of social protection and child nutrition interventions.
- Facilitate effective communication and coordination among CNSP staff, government counterparts, and implementing partners

Financial Management and Reporting

- Oversee the CNSP budget, ensuring efficient use of resources and compliance with donor regulations; review of Budget vs Actuals reports and provision of variance analysis.
- Take full responsibility for the delegated budget holding and support delegated budget holders in making decisions regarding budget allocations – alerting the Country Director and Senior Management Team of any issues which may arise.
- Review and approve financial reports and any necessary budget revisions.
- Ensure timely and high-quality reporting to donors and the CMU on CNSP progress, challenges, and achievements.

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 10 years of experience in senior leadership roles, preferably in an I/NGO environment, with at least five (5) years managing large-scale development projects.
- Demonstrated significant experience in Save the Children's priority thematic sectors of social protection and nutrition, preferably in the Pacific. Successful track record with cash distribution projects.
- Sound program cycle management experience and ability to work in a complex organisation structure.
- Substantial knowledge of financial management and budgetary controls.
- Demonstrated management and development of diverse teams of national and international professional staffs; must be culturally sensitive.
- Proven sound strategic thinking and planning skills, including ability to think strategically and creatively, analyse and be innovative, set priorities, manage work plans and evaluate progress, and meet deadlines in a complex environment.
- 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 is an advantage.
- 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 (e.g., International Development, Public Health, Social Sciences). Master's degree is desirable.

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: Not required **Travel:** Required

Working with Children Check: Required **Assets:** Laptop