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| Director of Program Development and Quality | |
| **TEAM/PROGRAMME:**  Sierra Leone Country Office Senior Management Team | **LOCATION:** Freetown |
| **GRADE**: TBC (Competitive Package) | **POST TYPE:** Fixed Term – 2 years |
| **Child Safeguarding:**  Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people | |
| **ROLE PURPOSE:**  As a member of the Senior Management Team, theDirector of Program Development and Quality shares in the overall responsibility for the direction and coordination of the Country Office. S/he is responsible for all programme development, implementation and ensuring that programme quality standards are met | |
| **SCOPE OF ROLE:**  **Reports to:** Country Director  **Staff directly reporting to this post:** CP/CRG Advisor; Education Advisor; Health Advisor; MEAL Coordinator; OD/Partnership Advisor (shared with Ibis) | |
| **KEY AREAS OF ACCOUNTABILITY:**  **As a member of the Senior Management Team, contribute to:**   * Leadership of the Sierra Leone 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 customer service for our Members and donors * Help design and implement a coherent organizational structure that is consistent with agency practices and appropriate to program needs * Help establish, maintain, and improve active and regular working relationships with: host government authorities, donors, partner agencies including major institutional donors, and local and international NGOs * Ensure that the required support is provided promptly, at scale and in line with the rules and principles during emergencies   **Oversight and Management of Programs**   * Ensure that the Sierra Leone Country Office has a first class, multi-sectorial, integrated and dual mandate program reflecting all priority technical and sectorial aspects of the Save the Children global strategy * Ensure coordination of programs and delivery of high quality programming in line with the objectives of the country strategy. * Ensure effective management of partners to ensure timely delivery of program outcomes. * Ensure preparation of timely and high quality progress reports, program reports, and donor reports * Ensure the design and development of child focused development (and emergency) programs of a high quality that contribute to the Government’s and the Country Office’s strategies and plans, informed by child participation where possible * Have oversight of the overall programme budget * In close coordination with the program and support teams, participate in program proposal process, ensure that all programs progress in accordance with grant agreements and are completed on time and on budget * Ensure programs are implemented in ways responsive to communities and children in Sierra Leone and in line with Save the Children principles, values and strategic plan and follow Save the Children compliance procedures. This includes working with government and national NGO-partners to strengthen national capacity * Identify and secure member technical assistance as required by the Sierra Leone country program     **Assessment, Monitoring, Evaluation, Accountability and Learning**   * Maintain a robust MEAL system to measure achievement and progress toward program goals and results * Measure achievement and progress toward program goals and results through the MEAL system * Give guidance to the thematic advisors on internal and external program/project evaluations as necessary and ensure the execution of baseline, periodic, and final evaluations   **Partner Management**   * Ensure that every partnership is designed and managed so that the partnership furthers achievement of Save the Children's global strategy and strengthens local and national capacity to deliver for children * Analyze potential partners using documented selection methods and ensure that all partners comply with Save the Children and donor requirements and regulations * Ensure that the Sierra Leone Country Office engages in mutual assessment, feedback and learning with partners and assist partners to engage in knowledge building and advocacy * Oversee program implementation of existing partners   **Staff Management, Mentorship, and Development – Program Implementation**   * Ensure appropriate staffing within Program team. * Manage Program team; define expectations, provide leadership and technical support as needed, and evaluate direct reports regularly * Ensure the recruitment, training, and promotion of staff as appropriate and ensure availability of appropriate professional development opportunities for staff   Incorporate staff development strategies and Performance Management Systems into team building process. Establish result based system and follow up   * Manage the performance of all staff in the Program delivery work area through:   + Effective use of the Performance Management System including the establishment of clear, measureable objectives, ongoing feedback, periodic reviews and fair and unbiased evaluations;   + Coaching, mentoring and other developmental opportunities;   + Recognition and rewards for outstanding performance;   + Documentation of performance that is less than satisfactory, with appropriate performance improvements/work plans. | |
| **SKILLS AND BEHAVIOURS (our Values in Practice)**  **Accountability:**   * Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate measure when results are not achieved   **Ambition:**   * Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same * Widely shares their personal vision for Save the Children, engages and motivates others * Future orientated, thinks strategically   **Collaboration:**   * Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * Values diversity, sees it as a source of competitive strength * Approachable, good listener, easy to talk to   **Creativity:**   * Develops and encourages new and innovative solutions * Willing to take disciplined risks   **Integrity:**   * Honest, encourages openness and transparency | |
| **QUALIFICATIONS AND EXPERIENCE**   * A minimum of 5 years management experience in an NGO environment, including significant field operations experience running both development and emergency programs * Significant knowledge of international humanitarian systems, institutions and donors, and of procedures, accountability frameworks and best practices in emergency management * Substantial experience and knowledge of effective financial and budgetary control and securing and managing grants from major institutional donors * Solid project management skills related to organisational development projects and international, cross-functional teams with a proven history of delivering results * Ability to analyze information, evaluate options and to think and plan strategically * An in-depth understanding of national and international development issues in particular in relation to children * Previous experience of managing and developing a team and the ability to lead, motivate and develop others * Excellent interpersonal, communication and presentation skills * Fluency in English * Ability and willingness to change work practices and hours, and work with incoming teams in the event of major emergencies * Commitment to and understanding of Save the Children’s aims, values and principles including rights-based approaches | |
| **Date of issue: 14/10/2013 Author : HRK Reviewed:** | |