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| **JOB TITLE:** Regional Awards Manager West Central Africa (WCA) RO |
| **TEAM/PROGRAMME:** Regional Program Team WCA | **LOCATION:** Dakar |
| **GRADE**:TBC   | **POST TYPE:** Fixed term 12 months |
| **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 key member of the Regional Program Team in the Save the Children Regional Office (RO) you will lead grants and awards management support across the WCA region. Working closely with the WCA Finance team, Director of Program Implementation & Quality, Deputy Regional Director, and staff at the SCI/centre and Country Offices (COs), you will reinforce the quality of Awards Management systems, processes and tools in the WCA region In particular you will shape country offices award management processes so that they are effective and compliant. You will support COs in the achievement of established goals and strategies though support in analysing the funding landscape and obtaining resources to support programming priorities Save the Children’s Theory of Change. You will play a key role in the monitoring and analysis of CO and regional awards portfolios, and you will analyse and communicate information related to awards in WCA for the Regional Senior Management team, members, and other colleagues. . Through these key elements of your role, you will play a significant role in supporting WCA COs to attain the SCI Essential Standards in Awards Management, and to build an operational platform in support of the SCI dual mandate.  |
| **SCOPE OF ROLE:** **Reports to:** Director, Programme Development and Quality, WCA with dotted line to Finance and Administration Director, WCA**Dimensions:** Save the Children works in 11 countries in WCA with a current staff complement of approximately 1,400 staff and current yearly expenditure of approximately $100 million **Staff directly reporting to this post:** Regional Awards Officer |
| **KEY AREAS OF ACCOUNTABILITY:****In the WCA Regional Office, contribute as a member of a 21st century Save the Children organization:*** Strategic development and delivery of SCI International Programmes objectives in line with Save the Children mandate, strategy and theory of change
* Meeting the requirements of members and their donors through first class customer service and collaborative working
* Improving outcomes for children through delivery of Save the Children strategy and global initiatives and growth targets
* Building a new organisation – fit for the future and harnessing the extraordinary engagement, diversity, talent and commitment of our people
* Creating an environment of continuous learning where staff are encouraged and supported to grow and develop and are willing to be held accountable for their commitments
* Role modelling and supporting the development of an organisational culture that reflects our values, our dual mandate and promotes accountability and high performance

**Reinforce the quality of awards management systems, processes, and tools**  * Lead the roll out and facilitate trainings on the Award Management System ( AMS 2.0), for WCA COs
* Act as the key contact for support on general awards management matters, including Funding Summaries and AMS processes in WCA
* Develop and implement the process for the RO review of all relevant proposals in WCA and coordinate reviews at the regional level, ensuring that all Risk Assessments are in place
* Oversee the compliance of large sub award agreements in WCA, facilitating RO review as necessary
* Coordinate with COs and members to ensure adherence to SCI protocol and that donor compliance support is provided as necessary
* Work with COs to improve the timeliness and quality of donor reporting through clarifying reporting workflows and tracking methods, and capacity building on quality reporting
* Contribute to shape global tools based on best practices observed in the region/ country offices and analysis of tools and systems shortcomings (Funding Tracker, Go/No Go Assessments, etc.)

**Support the fulfilment of Country Strategic Plans and Country Annual Plans*** Facilitate donor mapping exercises and the development of funding strategies with COs
* Support COs and the regional office in obtaining the resources necessary to achieve effective awards management targets particularly with new donors (i.e. Global Fund, PEPFAR, DCOF, DA, DOL, private sector) as well as new funding instruments in the region (APS, GDA, etc.)
* Participate in the Country Annual Plan, Country Annual Report, and Quality and Implementation Standards review and follow up with COs/regional office on action points related to Awards Management

**Awards management monitoring and analysis** * Work with regional managers and directors across departments (i.e. Finance, MEAL, Logistics) and members to monitor a key set of awards in WCA and implement the system for analyzing such reports with a focus on programmatic and operational delivery generated variances and donor compliance issues
* Monitor awards statistics received from country offices and generate consolidated reports for the WCA SMT and other stakeholders;

**Multi-country awards management*** Collaborate with the Director Programme Development and Quality and Director of Finance ensure that all costs are built to support the management of multi-country grants and validate/provide overall grant risk assessment
* Oversee multi-country awards approval processes
* Coordinate and collate sub award agreements, donor reports and amendments, and ensure timely submission in cooperation with the Director Programme Development and Quality
* Ensure proper awards information and tracking

**Support the establishment of an operating platform in support of the dual mandate*** Role modelling and supporting the development of an organisational culture that reflects our values, our dual mandate and promotes accountability and high performance
* Provide surge capacity to countries during peak emergency response
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| **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 consequences 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 their team to do the same
* Widely shares their personal vision for Save the Children, engages and motivates others
* Future orientated, thinks strategically and on a global scale

**Collaboration:*** Approachable, good listener, easy to talk to; builds and maintains effective relationships with colleagues, Members and external partners and supporters
* Values diversity and different people’s perspectives, able to work cross-culturally

**Creativity:*** Develops and encourages new and innovative solutions
* Cuts away bureaucracy and encourages an entrepreneurial approach

**Integrity:*** Honest, encourages openness and transparency, builds trust and confidence
* Displays consistent excellent judgement
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| **QUALIFICATIONS AND EXPERIENCE:*** Significant experience managing grants, contracts & sub agreements with knowledge of major funders’ guidelines (e.g. USAID, ECHO, DFID, CIDA, SIDA etc.) including In-depth knowledge of grant documents & compliance issues
* Experience in training and capacity building
* Ability to perform grants portfolio analysis and support all routine technical aspects of grant management processes
* Strong analytical, written and verbal communication skills and ability to communicate clearly with thoughtful, accurate information
* Computer literate (including working knowledge of MS Word, Excel, Access) and competency in development of spreadsheets and databases
* Proven ability to handle/prioritise challenging and multi-tasked workload in complex working environment
* Strong interpersonal skills and ability to operate within a matrix role
* Willingness to undertake significant amounts of travel to Country Offices for support and capacity building purposes
* Experience working internationally in a regional &/or country offices with preference for experience in WCA
* Experience working in an emergency situation
* French and English speaking

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| **Date of issue:**  |