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| **TITLE: Deputy Country Director - Programme Operations** | | |
| **TEAM/PROGRAMME: Senior Management Team, Country Office** | **LOCATION: Kabul, Afghanistan** | |
| **GRADE**: **TBC** | **CONTRACT LENGTH:**  **One year with possibility of extension**  **POST STATUS:**  **Unaccompanied** | |
| **CHILD SAFEGUARDING:**  Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | | |
| **ROLE PURPOSE:**  As a member of the Senior Management Team, theDeputy Country Director of Program Operations takes a significant share in the overall responsibility for the direction and coordination of the Country Office. The Deputy Country Director of Program Operations in his/her capacity is responsible for the development and quality implementation of all programs in country and related engagement with members and donors, including the management of all sub offices, humanitarian preparedness and response (including DRR). Given the RnR schedules and frequent work related travel the post will be sharing the overall management of the CO with the CD as Deputy and back up. | | |
| **SCOPE OF ROLE:**  **Reports to:** Country Director  **Staff reporting to this post:** (TBC) Provincial Managers, Program Implementation Dir, Program Dir for Girls Education Challenge, Sr PDQ Manager / Director.  **Role Dimensions**: Save the Children works in 8 provinces in Afghanistan with a current staff complement of approximately 1,900 staff and current expenditure of approximately $20 + million this year and a potential growth to $25 m next year. | | |
| **KEY AREAS OF ACCOUNTABILITY :**  **As a member of the Senior Management Team:**   * Contribute to the Leadership of the Afghanistan Country Office and provide the leadership for Program Development, Quality and Implementation * 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, working closely with the Regional Office * Provide the leadership to implement the Country Strategic Plan under the guidance of the CD, support the implementation and follow up of CO KPI Improvement plan, Audit recommendations and other general CO Risk management plans. * As member of the SMT, the position holder is also expected to play a significant role in ensuring gender equity among staff is maintained across the organization. * Contribute to strategic development and delivery of international programming, in both humanitarian and development contexts, in line with the Save the Children mandate, strategy and theory of change * Contribute to global knowledge and learning in Save the Children * engage Save the Children staff, children, partners and other stakeholders to create real shared ownership and collaboration.   **Oversight and Management of Program Operations:**   * Responsible for overall coordination of program operations and delegated responsibility for field delivery of high quality programming in line with the objectives of the country strategy * In collaboration with the Provincial Managers and SMT, define and implement an effective, efficient and sustainable operating model, including defining and developing the role of Save the Children and its partners. * Serve as overall budget holder for most programming; manage and support budget holders for individual projects and grants * 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. Ensure preparation of timely and high quality progress reports, program reports, and donor reports * With the support of the FIN, HR and Support services Oversee all sub-offices and ensure all relevant SCI processes and procedures are in place with the support of the various heads of departments.   **Oversight and Management of Program Development:**   * In close coordination with the ESMT and in particular with the Sr Awards Manager participate in program proposal process and ensure that all programs progress in accordance with grant agreements, are completed within time and on budget * Working with Deputy Country Director PDQ, participate in conceptualizing and designing cost effective, innovative and high quality programs to serve difficult to reach children   **Budget Management:**   * Ensure expenditure is authorized in accordance with the budget authorization procedures within the scheme of delegation (SoD) * Monitor for significant variances between budget and actual expenditure for Programs * Ensure appropriate action is taken for budget under/overutilization identified working closely with Award team * Ensure that budget holders under direct report prepare reports on financial performance of their award as required either by donors or other, internal demands. * Ensure to get prior approval from the Member (and/or donor) for incurring costs on any individual budget line which are more than budget line flexibility as per Fund Summary and review with Awards Unit for variations 10% above the costs budgeted for that line item.   **Humanitarian Response Management (through the line management of the Humanitarian Director):**   * Strengthen the Afghanistan CO organisational readiness to respond to emergencies in line with global SCI humanitarian goal and benchmarks * Ensure that the CO designs, updates and implements a full set of humanitarian preparedness actions, drawing on SC member input and resources * Mount appropriate and timely responses at scale to all emergencies consistent with established benchmarks, plans and organizational policies, and in close cooperation with incoming surge teams * Ensure that all CO staff across departments and sub offices are familiar with, adhere to and implement the procedures and processes detailed in the Rules and Principles for humanitarian response * In coordination with Country Director and the sector leads maintain consistent and coherent engagement in key inter-agency emergency preparedness and response coordination mechanisms including the Cluster system. In specifically provide guidance and leadership to the EiE WG coordinator in our role as co-lead for the EiE WG.   **Staff Management, Mentorship, and Development – Program Operations:**   * Ensure appropriate staffing within program operations, including sub office staff and Supply Chain unit * Ensure that all direct reports understand and are able to perform their role and support where needed * Manage program operations team; define expectations, provide leadership and technical support as needed, and evaluate direct reports regularly ensure the same happens for the Supply Chain team * Ensure the recruitment, training, and promotion of staff as appropriate and ensure availability of appropriate professional development opportunities for staff and implement the talent review program * Manage the performance of all staff in the program operations work area through:   **Communication and Advocacy:**  • Ensure the CO has an ambitious advocacy and communication strategy that is aligned to our strategic priorities.  • Ensure the CO has a clear advocacy and communication plan, including tools to measure outputs and outcomes.  • Ensure communication and the advocacy products are of high quality and aligned with the programme strategy  • Ensure that SCI is engaging at the right forums and at the right levels to influence policy change  • Ensure that we have timely and high quality products going out to donors, partners and other actors. | | |
| **BEHAVIOURS (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:**   * 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; demonstrates highest levels of integrity | | |
| **QUALIFICATIONS**   * Masters Degree in development or other social sciences or relevant degree | | |
| **EXPERIENCE AND SKILLS**   * Recommended a minimum of 5 years of senior management and 10 experience in non-profit environment, including significant field operations experience running both emergency and development programs. * Robust experience with an INGO in a complex emergency and development program cycle management, and with experience of working within a complex and matrix organisation structure * 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 * A very good understanding of at least 3 of the sectoral programs (Education, Livelihoods, Child Protection and Nutrition) and a working knowledge of the program priorities of the Country Office * 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 * Previous experience of managing and developing a team and the ability to lead, motivate and develop others and excellent interpersonal, communication and presentation skills * Fluency in written and spoken English * Ability and willingness to change work practices and hours, and work with incoming teams in the event of major emergencies and work in a setting with limited movement and security restrictions | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by: Onno van Manen** | | **Date: 09/08/2018** |
| **JD agreed by:** | | **Date:** |
| **Updated By:** | | **Date:** |
| **Evaluated:** | | **Date:** |