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| **TITLE:**  **Emergency Food Security and Livelihood MANAGER** | | |
| **TEAM: Operations** | **LOCATION:** Diffa | |
| **GRADE**: TBC | **CONTRACT LENGTH: 12 Months** | |
| **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:**  The Project Manager is responsible for the overall activities’ planning, execution and reporting. He/she is directly assigned to, and responsible of the supervision of all logistics, HR, financial and overall functioning aspects for his projects. | | |
| **SCOPE OF ROLE:**  **Report to: Field Manager**  **Supervise : N/A** | | |
| **KEY AREAS OF ACCOUNTABILITY :**   * Under the direct supervision of the Field Manager and in link with the FSL Technical Advisor, he/she provide overall managerial oversight and designs the detailed work plan in line with the project guidelines and description, guaranteeing the smooth implementation of all the activities on-time, on-quality and on-budget; * In cooperation and synergy with the project staff, plans and monitors the activities’ progress, in compliance with the donor regulations and contract signed with the donor, with donor’s and Save the Children ’s procedures, and with the specific Project Structure and Reporting Lines definition, making use of the financial instruments provided by the organization; * In collaboration with the Administrative and the Logistics team, plans and monitors the expenditures in line with the project’s implementation needs; * In cooperation with the Program Coordinator, finalizes the data provided by his/her team, supports the preparation, in compliance with the deadlines, of the narrative reports expected by the donors and by the partners; * Coordinates the overall project: supervises the overall effectiveness and efficiency of the staff; monitors the accuracy and efficiency of activities; * Represents SC with the local / State authorities and partners at Coordination meeting * Manages the goods purchased for the project; for all goods purchased by the project, support updates of the inventory and guarantee the respect of the policies and guidelines, in cooperation with the Logistics Office; * In collaboration with the Program Coordinator and in synergy with the specific reporting lines of the projects, promotes and manages relations with the local government institutions, NGOs, and other local partners available in the area; * Ensure compliance with the fund and timely fulfilment of project’s reporting requirements. * Executes any other task necessary to good and timely completion of the projects, identified in mutual agreement. * In coordination with the Administrative team, supports in hiring of new staff directly related to the project and conducts staff appraisals Upholds SC’s mission and Charter of Values; * Follows and enforces all SC codes of conduct and policies (globally and in-country); * Performs any other duties as requested by the supervisor | | |
| **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 a broad definition of diversity and sees it as a source of organisational 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**   * Master’s degree in food security/nutrition and /or Humanitarian/ Development Studies or any related field. | | |
| **EXPERIENCE AND SKILLS**   * At least 3 years of working experience in/with INGO. On FSL area. Experience managing ECHO, WFP, USAID project is a + * Proven interest & commitment to humanitarian and development principles and a demonstrable understanding of conflict/post conflict development contexts * Experience in data collection, analysis, and report writing including post-distribution monitoring (PDM) * Excellent in written and spoken English * Ability to plan, organize work, communicate and reports effectively (both in writing and verbally) * Proven ability to prioritize tasks and meet deadlines * team player, effective communicator, successful negotiator, creative and analytical thinker, active learner, able to work in a multicultural environment * Excellent communication skills, calm, with a good sense of working in inter-cultural environment * Proven commitment to accountability practices * Ability to function effectively under stressful conditions such as heavy workloads, and deadlines. * Excellent Microsoft Office applications skills (Excel, Word, Power point, Emails, Skype, Web researchers) * Knowledge of and adherence to SC Code of Conduct, understands other international development guidelines | | |
| **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:** | | **Date:** |
| **JD agreed by:** | | **Date:** |
| **Updated By:** | | **Date:** |
| **Evaluated:** | | **Date:** |