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| **TITLE** *Project Director* | |
| **TEAM:** | **LOCATION:**  Kigali, Rwanda |
| **GRADE**: PD | **CONTRACT LENGTH:**  Approximately 4 years |
| **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 with country programs; or are visiting country programs; or because they are responsible for implementing programs with direct contact with children. | |
| **ROLE PURPOSE:**  The Project Director will provide leadership, strategic direction and operational management and oversight for a large scale and complex programme \*. They will be responsible for the coordination and oversight of the project consortium (led by Save the Children) and accountable for its performance and delivery of results.  They will ensure the quality of the programme, including through capacity building and development of staff and partners, the oversight of technical assistance, effective monitoring and evaluation and the establishment of a culture of accountability, learning and continual improvement. They will ensure effective partnerships and relationships with relevent Line ministries and a wide range of actors at National level and will represent the project and consortium externally. They will ensure direct accountability to the donor, including satisfying all contractual obligations to ensure work is delivered on time and within budget.  The post holder should have significant experience and a proven record of accomplishment in leading and managing large scale and complex development programmes in similar contexts, including experience of consortia and partner management, contract management and staff development. | |
| **SCOPE OF ROLE:**  **Reports to:** Country Director  **Number of direct reports: TBD**  **\*Dimensions of the programme:** The programme will deliver significant and sustainable change to improve learning, development, and long-term opportunities for children in Rwanda. It is expected that the project will focus particularly on the role of parental support in early childhood development from birth through to entry to primary school. The programme will build institutional and technical capacity and generate significant evidence and learning. Whilst the programme design and delivery will reflect the intersectoral nature of early childhood development the nature of integration in relation to areas such as nutrition and WASH is yet to be specified.  It is anticipated that the programme will be a £10-£20million four-year contract and will include implementation of activities at both National and at local level covering 16 districts in Rwanda.  It is anticipated the programme will be delivered by a consortium of 2-4 experience international and local partners led by Save the Children alongside other supporting organisations.  **Key external relationships:** It is anticipated key external relationship will include relevant line ministries, research institutions, other development partners, and donors | |
| **KEY AREAS OF ACCOUNTABILITY:**   * Lead and manage all programme related strategic liaison in Rwanda with government, donors, and consortium partners. Manage relationships to ensure ongoing programme performance and quality assurance. * Identify and effectively manage all key risks related to the programme and proactively address any issues which may hinder effective project delivery * Oversee the expenditures within budgets in accordance with all relevant policies and procedures   Ensure that, through its management and delivery, the programmes represent Value for Money and that this can be effectively demonstrated to the donor and other stakeholders   * Play an active role in the coaching and mentoring of both Save the Children staff and those of partners   Ensuring programme is generating and adapting to ongoing learning   * Actively coordinate with the Program Implementation and Program Development and Quality teams to ensure the project is linked with and contributing to the overall country platform. * Design and implement national staff development plans to build national staff capacity * Ensure the programme is delivering results and meets or exceeds agreed targets. To include reviewing cross-partner programme performance data and programme management arrangements on a monthly basis, identifying and agreeing residual actions, mitigation activities and influencing consortium partners to ensure partner performance is maintained. * Proactive identification of technical support requirements for all areas of the programme. This will include, but will not be limited to the development of a cash transfer mechanism, Monitoring, evaluation, accountability and learning, ensuring that the programme achieves technical excellence, embedding continuous improvements in operational aspects of programmes. * Inspire, lead and motivate programme teams to deliver on objectives. * Ensure that the project is appropriately staffed across Save the Children and partner members, including the appropriate combination of expertise across technical and operational areas * Develop programme systems that are flexible and responsive to changing demands. * Ensure that an effective monitoring system is in place for achieving prior agreed targets in relation to programme activities, budget allocations and financial expenditures, ensuring that value for money can be effectively demonstrated to the donor * Identify and effectively manage all key risks related to the programme * Ensure the effective and efficient use of all Save the Children resources in order to keep costs low and ensure safety in the workplace. * Comply with the requirements of Save the Children’s Child Safeguarding Policy to ensure maximum protection for children. | |
| **SKILLS AND BEHAVIOURS (our Values in Practice):**  Accountability:   * Holds self-accountable for making decisions, managing resources efficiently, achieving results together with children 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 * Creates a managerial environment in-country to lead, enable and maintain our culture of child safeguarding   Ambition:   * Sets ambitious and challenging goals for self and team, takes responsibility for own personal development and encourages team to do the same * Widely shares personal vision for Save the Children, engages and motivates others * Future oriented, thinks strategically and on a global scale   Collaboration:   * Builds and maintains effective relationships, with own team, colleagues, members, donors and partners * 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 * Always acts in the best interests of children | |
| **QUALIFICATIONS AND EXPERIENCE:**  **Essential:**   * Masters or PhD in Education or related field * Proven ability to manage large and complex contracts from institutional donors with substantial experience of managing multi-agency/ partner programmes. Experience with DFID funding preferable. * Demonstrable track record of meeting or exceeding programme targets, while maintaining technical quality. * Ability to represent Save the Children and the project at a strategic level and engage and influence key stakeholders at all levels. * Demonstrated experience of working with national level government structures, national NGO’s, and/or local communities * Self-motivated and results orientated. * Highly numerate with demonstrable experience of data analysis and reporting tools. * Experience in management of finance and budget monitoring and risk management. * Highly diplomatic and emotionally intelligent with strong oral and written communication skills in English. * Substantial experience of guiding and leading strong teams in a multicultural context with a focus on coaching and mentoring * Experience of solving complex issues through analysis, definition of a clear way forward and ensuring buy-in * Commitment to Save the Children’s aims, values and principles   **Desirable:**   * Substantial experience of working and living in the region, ideally with professional experience in Rwanda   Fluency in Kinyarwanda | |