

**SAVE THE CHILDREN INTERNATIONAL IN BOLIVIA
ROLE PROFILE**



Save the Children

CONVOCATORIA RR.HH. 006/AF 2018

TITLE: PROJECT MANAGER, HEALTH RIGHTS PROJECT

TEAM/PROGRAM: Programs Dept.

LOCATION: La Paz

CONTRACT LENGTH: Permanent

POST TYPE: National

CHILD SAFEGUARDING:

Level 3: The role 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). The role will include the following responsibilities:

- Ensure that he/she fully understands the provisions of the Child Protection Policy, the Code of Conduct, and the general procedures of Save the Children International and the Bolivia Country Office (CO);
- Behave/act in accordance with the rules of the Child Protection policy both in personal and professional life, which may include reporting cases of suspected abuse of children;
- Ensure that she/he works and addresses children in a way that does not put them at risk/danger; that is, carefully and continuously review their work with the help of the Child Safeguarding reference tools and identify design or implementation defects/gaps;
- Promote Child Protection messages to colleagues in other government organizations, to children themselves, to beneficiary families, and to community members in general;
- Be alert to observe possible abuse / abuse of children in personal and professional life.

ROLE PURPOSE:

Save the Children (SC) and UNICEF will launch a new program to support the sexual and reproductive health and rights of adolescents in Bolivia. This multi-year program will aim to increase access to quality health care services in Bolivia, where seven out of ten women have suffered from sexual and gender-based violence. Adolescents in Bolivia are particularly vulnerable to domestic, sexual and gender-based violence, unwanted pregnancies, maternal mortality, STIs and HIV/AIDS. With better access to quality health care and sexual and reproductive health services, the program aims to create an environment that promotes gender equality, sociocultural inclusion, and encourage adolescents to exercise their full rights “to live well.”

Within this program, SC will focus on strengthening gender-sensitive reproductive health services for adolescents, improving sexuality education in schools, increasing knowledge and skills, creating peer support networks and promoting public policies to advance gender equality. The program will also provide comprehensive gender-sensitive sexual reproductive health for adolescents, particularly girls, in a context of rights and social inclusion.

Thus, SC is looking for qualified candidates to fill the position of Project Manager, **starting around April 1, 2018**. The person will be based in La Paz and will be responsible for all aspects of the program - planning, budgeting, implementation, monitoring, evaluation, reporting, advocacy, and supervision of program (including field-based) team. The post-holder will be expected to travel frequently to the program implementation areas, coordinate closely with UNICEF and other stakeholders, and build positive, collaborative relationships with all key depts. of the CO, including Programs, Finance, Administration and Sr. Management Team (SMT), as well as the larger SC movement, including SC Canada.

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KEY AREAS OF ACCOUNTABILITY:

Programmatic planning, implementation and monitoring/evaluation

- Develop, implement and monitor annual programmatic work plans, procurement plans, and phased budgets in close collaboration with field teams, finance and technical advisors;
- Review monthly progress of the program through programmatic and budgetary reviews;
- Conduct regular supervision visits of program activities;
- Work closely with the Monitoring, Evaluation, Accountability and Learning (MEAL) Officer on all MEAL issues under the program.

Compliance

- Follow Save the Children International (SCI) Award Management guidelines and processes;
- Review donor guidelines for Global Affairs Canada and UNICEF to understand all terms and conditions and develop donor requirements checklist for Award, in collaboration with SC Canada Program Manager/Officer;
- Share donor compliance documents and educate all pertinent staff at the Country and Field Offices on documents and procedures;
- Provide ongoing monitoring to ensure compliance to donor requirements and rules; ensure Country and Field Office staff working on the project, including Logistics, Finance and support staff, maintain invoices, receipts, timesheets and all other documents required in order to be compliant with SCI and donor guidelines.
- Update Award Management System (AMS) including fund summaries, phased-budget, Reporting tab, Match and all Award information on a timely basis to ensure complete audit trail (data and process);
- Prepare variance explanations and regular financial forecasts for monthly financial reviews.

Coordination and Collaboration

- Maintain a high level of collaboration and coordination with all other Save the Children efforts/projects and strategic allies in the implementation area and elsewhere.

Preparation of Reports

- Conduct, in collaboration with the MEAL Officer, the collection, analysis and interpretation of program data;
- Consolidate, communicate and report results achieved by the program;
- Compile and submit donor-ready programmatic narrative and financial reports according to the agreed upon timelines (on AMS and agreement documents), ensuring compliance to SCI and donor quality standards;
- Document lessons learned and collect success stories for reporting and advocacy purposes; guide field team in collection of quality communications material including photos, case studies, etc.

Budget Management

- Manage the program resources appropriately by acting as the main Budget Holder (BH);
- Ensure that the budget is spent within authorized limits and in accordance with donor and Save the Children policies and procedures;
- Carry out monthly reviews of transactions to identify and correct calculation and coding errors.
- Attend periodic coordination meetings with UNICEF regarding the status of budget expenditures.

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Supervision and Development (capacity building) of the Project Team

- Directly supervise and lead program staff in a collegial and constructive way according to the values of Save the Children;
- Provide technical guidance and capacity building for program staff;
- Perform performance evaluation and approve leave and timesheet of supervised persons;
- Seek professional development opportunities for supervised persons in relation to their work at Save the Children.

Representation

- In coordination with Programs Director, and as appropriate, represent the program in coordination meetings and technical working groups and other relevant fora at the national, departmental, provincial and municipal level;
- Effectively communicate the results acquired by the program through presentations, discussions, documentation, etc., at the levels mentioned above.

Strategic Planning and Technical Leadership

- Maximize program services for beneficiaries;
- Strengthen the technical capacity of partners and project staff to enable them to play their full role in the implementation of this project, especially in regards to core themes of the project, such as Gender Equality and Sexual and Reproductive Health Rights;
- Conduct regular risk assessments, put in place a plan to mitigate these risks and make the program safe for children;
- Operationalize the Gender Equality strategy at all levels and in all components of the project;
- Promote life skills and behavioral changes in intervention communities;
- Translate the short and long-term objectives and priorities of Save the Children into program interventions;
- Maintain regular, close and constructive contacts with Save the Children Technical Assistants (TAs) and national partners to ensure compliance of program efforts to national and international standards;
- Work closely with the CO thematic experts on all technical issues related to the program;
- Mobilize stakeholders and actors around the sustainability of interventions of the program.

Various

- Perform any other task defined by the line manager, within reason;
- Per SC's humanitarian mandate, be prepared to respond to any emergency and participate in the CO's Emergency Response Team (ERT) as needed.

SKILLS AND BEHAVIOURS (SCI 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

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- 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, SC 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

EXPERIENCE:

- Relevant post-graduate education in a relevant field
- Minimum of 4-5 years' experience, preferably in an INGO environment, including experience implementing programs (with international funding, ideally) for children in development contexts in Bolivia, and with a focus on gender equality/gender mainstreaming, sexual and reproductive health and education
- Experience as a Budget Holder with all the financial responsibilities this implies (i.e.: monthly financial reviews, annual spending plans, review of staff expense reports, etc.)
- Strong understanding of human rights and gender equality approaches, including sexual and reproductive rights
- Excellent ability to analyse the country political and social context, public policies in place and social environment in communities/educational settings in order to leverage the project's achievements and opportunities
- Demonstrated experience in working with large institutional donors, such as Global Affairs Canada, UNICEF and DFID is a definite plus
- Results-driven – demonstrated experience achieving high-quality results that have a positive impact on the beneficiary population
- Demonstrated experience working with other organisational partners and local actors.
- Excellent communication skills (written and spoken) in Spanish and English
- Excellent writing skills with ample proven experience writing donor reports and other documentation relevant to the work of SC
- Strong understanding of different methodologies of monitoring and evaluation
- Ability to effectively lead a program team through mentorship and capacity-building, and perform all aspects of staff supervision, including of team members based away from La Paz
- Experience in successfully establishing and managing collaborative relationships and partnerships with donors, local partners, and government counterparts, as well as international teams, and supporting/member offices
- Excellent communicator – proactive, collaborative and collegial
- Strong representation and influencing skills, and skillful in negotiation and conflict-resolution in politicised environment
- Commitment to and understanding of Save the Children's aims, values and principles including rights-based approaches

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- Proven experience with formulating and demonstrating theories of change and rights-based approach is preferred
- Excellent at meeting deadlines and working under pressure
- Skilled at working and coordinating with a multidisciplinary team
- Self-motivated, high-energy, excellent people-skills and a great sense of humor
- Willingness to travel throughout Bolivia (often)

Equal Opportunities:

The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Health and Safety:

The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Additional job responsibilities:

The job duties and responsibilities as set out above are not exhaustive and the post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

HOW TO APPLY:

Save the Children aceptará postulaciones en español o inglés, pero pedimos que el/la interesado(a) presente su carta de postulación haciendo referencia a los requisitos del cargo (“EXPERIENCE”) y demostrando como su experiencia atiende a los mismos. Además, por favor adjunte su hoja de vida actualizada con respaldos exclusivamente referidos al puesto, referencias profesionales y pretensión salarial a la casilla de correo No. 1080 La Paz o por email rosario.vilches@savethechildren.org. **Antes de presentar su postulación lo(a) invitamos a conocer las políticas de Save the Children International:** www.savethechildren.net. Para mayor información o cualquier consulta sobre el puesto, por favor escribir a bolivia@savethechildren.org.

SCI tiene la misión de mantener a la niñez segura para que nuestro proceso de selección, que incluye verificaciones rigurosas de antecedentes, refleje nuestro compromiso hacia la protección de niñas, niños y adolescentes contra el abuso.

Fecha límite envío de postulaciones: viernes, 9 de febrero de 2018.