

## **JOB DESCRIPTION**

POSITION	REGIONAL PROGRAMME SENIOR OFFICER - SUB
	SAHARAN AFRICA
DIPARTMENT	PROGRAM MANAGEMENT AND DEVELOPMENT-
	INTERNATIONAL PROGRAMMES
PLACE OF WORK	Save the Children Italia Onlus (Rome)
REFERS TO	Head of Africa Unit
MANAGEMENT RESPONSIBILITY	No
BUDGET RESPONSIBILITY	No
CSP LEVEL	3
ANNUAL GROSS SALARY	€ 28.000 – 32.000
CONTRACT TYPE	FIXED TERM (Maternity leave)

## **INTRODUCTION TO SAVE THE CHILDREN**

Save the Children is the world's leading independent organisation for children.

OUR VISION is a world in which every child attains the right to survival, protection, development and participation.

OUR MISSION is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives

Save the Children Italia (SC IT) was created as an ONLUS in 1998 and is now a prominent member of Save the Children International.

## **SAVE THE CHILDREN'S VALUES**

**ACCOUNTABILITY:** We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children.

**AMBITION:** We are demanding of ourselves and our colleagues, set high goals and are committed to improving the quality of everything we do for children.

**COLLABORATION:** We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children.

**CREATIVITY:** We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children.

**INTEGRITY:** We aspire to live to the highest standards of personal honesty and behavior; we never compromise our reputation and always act in the best interests of children.

To finance our work we depend on the support of the general public, volunteers, the corporate sector, governments and international donor agencies.

## **CHILD SAFEGUARDING POLICY**

Save the Children Italy aims to be a child-safe organisation. Anyone who works with Save the Children Italy in whatever capacity must be made fully aware of the dangers of exploitation and abuse, above all of a sexual nature, that children face. Save the Children Italy will do everything in its power to prevent, report and respond to such problems. The highest standards must be adhered to at all times by the staff of Save the Children Italy and its partner organisations and their representatives when dealing with children, as outlined in this Child Safeguarding Policy (henceforth referred to as “the Policy”). These standards apply to both the private and professional life of staff and anybody else who carries out whatever kind of activity for the organisation.

## **JOB PURPOSE**

As member of the Portfolio Management and Development Division, the Programme Officer is responsible for the development, management and oversight of SC Italy programme portfolio in both development and humanitarian contexts in the assigned geographic area.

## **RESPONSIBILITIES**

### **Key areas of accountability**

- Key accountability for the implementation of SC Italy strategy in the assigned geographic area
- Coordinates SC Italy engagement in Countries and Regions from the different areas of International Programmes & Advocacy
- Oversees and coordinates the “end to end” awards cycle
- Maximizes opportunities for the growth and development of SC Italy portfolio in the assigned geographic area, in line with the strategy
- Main interface with SCI Country office and Regional office staff
- Builds strong knowledge of in Country context and Country office structure and capacity; as such, builds a broad range of relations at Country and Regional programme level
- Contributes to the development of new practices and tools to streamline processes and improve quality and efficiency of work
- Provides programmatic information to feed into production of content for advocacy, technical and content management teams
- Responsible for the oversight and monitoring of the budget of the assigned geographic area

### **Programme development**

- Key responsibility in ensuring correlation between funded projects and SC Italy strategic priorities and direction
- Related to the above, provides input in the Go/No Go Process for new opportunities
- Responsible for maximizing funding opportunities for the development of the Regional portfolio, in line with the strategy and set objectives



- Review and appraisal of project proposals, in coordination with technical and proposal development staff as appropriate
- Responsible for the final approval of project proposals to be funded by private donors
- Support SC Italy Corporate Donors team for the development of programme opportunities

#### **Programme management**

- Responsibility for the preparation and monitoring of SC Italy budget for the assigned geographic areas
- Oversight of SC Italy funded projects, through monitoring progress of projects and input/advice to implementation teams in Country offices, as needed
- Responsible for programmatic feedback to project reports and for their final approval
- Responsible for ensuring general compliance with Donors requirements (no financial specific), including providing advice/support to COs
- Inputs into risk assessment process
- Liaises with technical team to ensure planning and coordination of relevant technical support in the programme within the Regional portfolio
- In collaboration with HR, carries out recruitment of project staff when needed

#### **Financial specific:**

- Responsible for project budgets monitoring, including monitoring of budget variances and assessing/approving amendments
- Responsible for consistency check between budgets and projects planning/narrative documentation

### **EXPERIENCE AND QUALIFICATION**

- Fluent in English and French
- Thorough knowledge of project cycle management and budget management
- Capacity to engage with senior international staff on development and humanitarian issues
- Knowledge of major development and humanitarian donors
- Problem solving skills
- Negotiation skills
- Flexibility and adaptation skills are essential

### **SPECIFIC SOFT SKILLS**

#### **Accountability**

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Sets team accountability standards for holding team to account for efficient use of resources

#### **Ambition**

- Sets ambitious and challenging goals for themselves (and team members), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future oriented, thinks strategically

#### **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 calculated risks

#### Integrity

- Honest, encourages openness and transparency

#### Other

- Residence in Italy and availability to work in Rome;
- Commitment to Save the Children values.

