

**SAVE THE CHILDREN  
INTERNATIONAL PROGRAMS  
ROLE PROFILE**

<b>NORTHERN AREA MANAGER</b>	
<b>TEAM/PROGRAMME:</b> Program Implementation, Vietnam <b>Country Office</b>	<b>LOCATION:</b> Hanoi with regular field travel -20-50%. and probable short term deployment to the field for emergency tasks
<b>GRADE:</b> 4	<b>POST TYPE:</b>
<p><b>Child Safeguarding:</b> Level 4 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people</p>	
<p><b>ROLE PURPOSE:</b> Area Manager is a member of SMT, shares leadership, management and the overall responsibility for the direction, management, coordination and integration of the country program and primary accountable for the direction and management of the whole area operation (program operation and support services functions) to ensure effective and efficient system and procedure for harmonization, integration and alignment of program delivery across all projects. The manager in his/her capacity is responsible to ensure effective risk management mechanism, safety &amp; security of the resources at the area office and field sub-offices, capacity building and evaluation of staff to deliver the quality program outcomes in both development and emergency preparedness/response settings (including DRR/CCA) for children's lives.</p>	
<p><b>SCOPE OF ROLE:</b> <b>Reports to:</b> DCD <b>Dimensions:</b> <b>Staff directly reporting to this post:</b> all Area Program Implementation Team. The Manager is responsible for building a strong teamwork, collaboration, coordination and holding high accountability to deliver effective and efficient program implementation in compliance with SCI policies and donor requirements.</p>	
<p><b>KEY AREAS OF ACCOUNTABILITY:</b> Specify type and range of tasks <b>As a member of the Senior Management Team, contribute to:</b></p> <ul style="list-style-type: none"> <li>• Take part in leadership and management of the Country Programming</li> <li>• Overall management of all operational and financial issues related to the Area Office</li> <li>• Lead the area team to develop and improve the system, processes, and mechanism to support quality programme delivery and operation in the area.</li> <li>• Lead the area office team to develop an organisational culture that reflects our dual mandate values, promotes accountability and high performance, encourages a team culture of learning, creativity and innovation, and deliver outstanding results for children and excellent customer service for our members and donors.</li> <li>• Lead an on-going assessment and mitigation of risk, safety &amp; security of the area office operation.</li> <li>• Coordinate for on-going monitoring and analysis of the program operation at the field to reflect the good practices and lesson learned that will improve program quality, program modality and the cycle of the organizational management.</li> </ul> <p><b>Program Operation:</b> Oversight and Management of Program Implementation</p> <ul style="list-style-type: none"> <li>• Lead the development and reflection of the overall Structure of the Area Office to ensure effective and cohesive structure to deliver an ongoing growth of the area operation to enable smooth delivery of Save the Children Theory of Change and its Dual Mandate.</li> <li>• Ensure the area and provincial offices are having an appropriate management system and mechanism in places to effectively oversee and manage the area program operation in compliance with SOP and MOS.</li> <li>• Lead the area management team in developing, initiating, refining, supporting and monitoring the overall program implementation and strategy, in order to deliver the area program objectives.</li> <li>• Lead the development of an enabling environment for the program operation to reinforce the</li> </ul>	

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commitment toward integration, harmonization and alignment of the area program operation.

- Coordinate for on-going dialogue to ensure all thematic program staff has regular meeting for planning, sharing information and learning for better cost-effective implementation and avoid duplication.
- Participate in the program design and proposal development and support all project team and partners to ensure smooth start-up of new projects in area office.

**Planning and Reporting:**

- Coordinate with the thematic managers, MEAL coordinators, advisors/specialists, finance officers to support for proper kick off meeting; prepare detailed implementation mechanism and plan with the program staff, partners and stakeholders.
- Participate and contribute to consolidated and integrated planning approach aligned with the government policies and structure toward systems strengthening through the decentralisation and deconcentration process.
- Monitor all area project deliverables/ reports are submitted on time to all relevant stakeholders.
- Contribute actively to the Country Annual Planning, Country Strategic Planning, and Emergency Preparedness Planning, particularly that of the Area Office.
- Coordinate relevant resources from Area Office to support PDQ Team on program development.

**Budgeting and Financial Report:**

- Lead the area management team to ensure the area budgeting process with cost-effective principle and maximize use of local resources
- Coordinate to support the sub-budget holders in the area office to have effective budgeting process, and being able to manage the budget within the plan and donor compliance.
- Lead the monthly budget variance meeting to monitoring monthly financial balance for each project, to support budget holders to comprehensively review and analyse monthly financial variance and take action for under/over spent 10%.

**Program Monitoring, Reflection and Quality Management:**

- Coordinate with M&E specialist and area team develop and implement proper M&E plan.
- Lead an area office to develop a culture of on-going learning and reflection base on evidence from the field to improve program quality and innovation.
- Lead the area team use the lesson learned and experiences to deliver the highest quality programs for children, to become more effective through continuous improvement of our program delivery.
- Explore appropriate opportunities to use advanced technology and where possible implement pilot projects that will increase effectiveness of the program to impact at scale for children.

**Partnership Management:**

- Lead the area office team to improve strategic partnership with the government and civil society partners to imply a longer term relationship, working jointly to realise changes for children and realising their rights.
- Work with SMT, PDQ and area office team for on-going investment in capacity building, or knowledge partnerships to advocate for scale up of innovative solutions for children.

**Networking, relationship and external communication**

- Represent build and maintain professional relationship with relevant government provincial departments, technical working groups, networks and civil society partners.
- Support staff and all partners to arrange donor coordination meetings and visits.
- With approval from the Country Director and working with Communication Team to respond to the local Media.

**Emergency Preparedness and Response**

- Be a focal person for managing all emergency preparedness and response operations in all provinces under the Area office;

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- Step up to coordinate rapid assessment, propose responses and coordinate the responses in close collaboration with the local government and NGO's in the area
- Involve in the development of Emergency Preparedness Plan and Response including building capacity of program staff and partners deploy on time within (48-72 hours).

**Compliance and standards**

- Build capacity of all area program staff to understand SCI SOP, MOS, Child Safe Guarding/Child protection and other donor's requirements.
- Ensure the area programming in line with the Government policies and frameworks including decentralization and deconcentration.
- Oversee and take responsibility for sound financial and administration management including timely procurement to meet all programme requirements.
- Ensure staffs at the area office are well aware of Save the Children policy and procedure on safety and security for development and humanitarian operation.

**Operational Support Management:**

**Human Resources Management, Mentoring and Development- Area Office**

- Work with line managers, HR manager and SMT to develop and manage staffing strategies to ensure that the area office acquires and retains a qualified workforce capable of meeting organisational needs in both development and emergency contexts.
- Oversee and support capacity development of staff and teams moral who aspire to become good role model, well field oriented for both development and humanitarian.
- Coordinate with HR for the recruitment, training, and find appropriate professional development opportunities for staff.
- Ensure effective Performance Management at area office level.

**Administration, Procurement, IT and Facilities Management - Area Office**

- Coordinate with support service team to develop and improve internal and external communications systems function to be effectively and efficiently.
- Oversee the overall maintenance of the office premises, facilities assets and equipment (physical work environment) and ensure that these are secure and efficiently utilized.
- Coordinate with IT team for efficient, cost effective Information Technology Systems are in place to support the area operation in compliance with Save the Children SOP and MOS.

**Financial and Risk Management- Area Office**

- Lead to identify and mitigate the concerning risks including financial, related to delivering the area program. Develop mitigation plans before the start of the implementation stage.
- Work with DFSS and the FSS team to develop and improve effective financial management systems at area office, provincial and district sub-offices, to regularly review for effective internal control and adequate risk mitigation, management and control.

**Occasional duty:**

- Willing to undertake any other relevant responsibilities entrusted by the Line Manager and SMT, as required.

**SKILLS AND BEHAVIOURS (our 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 others 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

**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

**QUALIFICATIONS AND EXPERIENCE**

- Master's Degree in development or any relevant field.
- Extensive and substantive relevant practical experience may be considered in lieu of a Master's Degree.
- Minimum of 5-7 years of relevant work experience in leading the development and implementation of REGIONAL programmes and/or development of REGIONAL Networks.
- Experiences in managing multi-sectoral programs and various stakeholders in development and emergency
- Have professional relationship with government departments and NGOs leaders in different sectors
- Excellent IT (Microsoft Office), interpersonal and communication skills, with fluency in written and spoken English and Vietnamese.
- Strong facilitation and presentation skills will be considered a definite advantage.
- Ability to manage multi-tasks and dealing with complexity of programming and coping with stress
- Ability and willingness to travel to all parts of the country, and willingness to abide by SCI Child Protection Policy/Child Safe Guarding and Code of Conduct.

**EQUAL OPPORTUNITIES**

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

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