

**SAVE THE CHILDREN  
INTERNATIONAL PROGRAMS  
ROLE PROFILE**

<b>JOB TITLE:</b> DRR and Emergency Response Program Manager (DRR and ER PM)	
<b>TEAM/PROGRAMME:</b> DRR and Emergency Response Program	<b>LOCATION:</b> Hanoi (with frequent travels to project areas in North, Central and South)
<b>GRADE:</b> TBA	
<b>CHILD SAFEGUARDING:</b> Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people.	
<b>ROLE PURPOSE:</b> To provide overall leadership in development, management and technical support of the DRR and emergency response program including representation in humanitarian sector. To serve as member of ESMT, representing DRR and ER theme, providing support to SMT in management decision making.	
<b>SCOPE OF ROLE:</b> <b>Reports to:</b> Deputy Country Director <b>Dimensions:</b> Coordinates with Area Managers, Program/Project Managers in other thematic areas and finance and support services staff, MEAL Officer and Communication Officer <b>Staff directly reporting to this post:</b> DRR and ER project staff (Project Officer and Assistant) of designated projects and possibly DRR or ER Project Manager depending on program portfolio	
<b>KEY AREAS OF ACCOUNTABILITY:</b> <b>Program Development</b> <ul style="list-style-type: none"> <li>• Closely monitor any emergency situation in Vietnam as it unfolds. In coordination with DCD, Area Manager and SCI RO Operations team determine SC Vietnam's decision to respond, then eventually facilitate the planning process for the emergency response according to the emergency categorization</li> <li>• With support from DCD, build SC Vietnam CO emergency response capacity by working with HR to establish roster of staff that can be recruited immediately in case of severe disaster, working with logistics team to maintain pre-positioned stocks in Hanoi and Danang warehouses and maintain the preferred list of suppliers for NFRIs</li> <li>• Keep abreast of the recent development in DRR in Vietnam and SC global priorities in DRR. Take the lead in developing SC Vietnam strategic direction in DRR by reviewing the CSP, by developing the thematic strategy and by introducing innovations in coordination with DCD, Area Managers and staff involved in the program</li> <li>• Explore and maintain relationships with SC members with interest in DRR and work closely with Technical Assistance (TA) team from SC members and SCI for program development</li> <li>• Handle the development of DRR project proposals in coordination with SC member TA, Area Managers and DRR project staff to develop the project concept and with Finance team to develop project budget. Ensure that the project proposals are reviewed by DCD and FSSD before submission.</li> <li>• Actively engage in DRR program portfolio fund raising in coordination with DCD and SC members designated staff and TAs</li> <li>• Ensure that recommendations from beneficiaries, government partners, and donors are considered in DRR program development</li> <li>• Work with other thematic Program/Project Manager for the integration of DRR/resilience in other thematic programs</li> <li>• Work closely with MEAL Officer to capture DRR project impact and lessons learned, feedback from beneficiaries and ensure these are integrated in DRR program development</li> </ul> <b>Project Management and Technical Support</b> <ul style="list-style-type: none"> <li>• Serve as country office focal person for DRR and emergency response</li> <li>• In coordination with Area Manager, DRR project staff and implementing partners, facilitate the preparation of annual work plan and budget for all on-going DRR and ER projects for approval by DCD. Regularly review the annual work plan and budget and propose necessary adjustments.</li> <li>• Directly oversee or in coordination with Area Manager the implementation of DRR and ER projects. Be responsible in ensuring quality in the delivery of project activities, identify any emerging issues affecting project implementation and determine solutions in consultations with DCD and Area Manager.</li> <li>• Provide direct technical support to project staff and implementing partners in the implementation of planned project activities and facilitate the delivery of technical assistance from SC member TA during</li> </ul>	

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project implementation

- In coordination with AMS focal person, monitor the project reporting requirements and facilitate the preparation of project report. Be responsible in ensuring that the report is of high quality and reviewed by DCD before submission.
- Provide technical support to other thematic Program/Project Managers for the integration of DRR/resilience in other projects
- Be responsible for the DRR and ER (Humanitarian) theme in the Country Annual Plan, Country Strategic Plan and Country Annual Report with the support of Area Managers

***Staff Management***

- Line manage the staff on designated projects, making sure that each staff has clear understanding of their roles and responsibilities and there is synergy among members of the team.
- In coordination with Area Manager identify DRR and ER program core staff and ensure the continuity of their services to guaranty program quality delivery.
- Work together with line managed staff to identify clear performance objectives and capacity building plan. Support and motivate staff to achieve their performance objectives and with support from HR team undertake the periodic performance review
- When needed, provide direct coaching or mentoring to project staff in the implementation of project activities and facilitate their technical capacity building.

***Financial Management***

- Provide support to Finance team in preparing budget phasing and monthly forecast according to approved annual budget for both SC managed budget and sub-grants in coordination with Area Manager, program staff and implementing partners
- Provide support to Finance team in sub-grant management - in preparing the sub-grant to partners based on the agreed activities, releasing the sub-grant, monitoring the sub-grant and in submitting sub-grant finance report.
- Work closely with designated Senior Finance Officer in monitoring the project budget. On the regular basis review the project expenses, ensure all expenses are put in appropriate budget code and analyse any underspent or overspent. Determine any issues related to project budget and determine solutions in coordination with FSSD, DCD and Area Managers.
- During project proposal development, work closely with AMS focal person to ensure that SC internal approval process are followed and grant management requirements (e.g. kick-off meeting, donor requirements) are complied during project implementation
- Ensure that SCI finance and procurement policies and procedures are strictly followed by project staff and implementing partners. Report to FSSD any suspected violation of SCI finance and procurement policies and procedure for proper investigation.
- Facilitate the delivery of direct finance and procurement management support to implementing partners by the finance and procurement team by integrating finance and procurement orientation during kick-off meeting with partners, organizing a regular finance visit and if needed organizing a finance and procurement training to partners during project implementation

***Representation, Partnership and Networking***

- Represent SC Vietnam in relevant DRR, ER or humanitarian forum or theme groups both locally and internationally and within SCI. With support from Communication Officer, increase and maintain the visibility of SC Vietnam in humanitarian sector.
- Establish and maintain network with INGOS, CSOs and donors working on DRR or humanitarian theme to establish synergy and alliance for any advocacy initiative
- Establish coordination and maintain strong relationship with relevant national level government agencies to ensure that SC's DRR and ER program is in line with government priorities and fully supported by government
- Establish and maintain strong relationship with local implementing partners such as government agencies and CSOs for successful project implementation and ensure that government laws, policies and procedures are complied during project implementation (e.g. MoU, project approval from local authority)

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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, including adjustment on job description.

**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 SCI 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***

- At relevant Master's Degree and minimum of 5 years experience working with an INGO environment, including experience directing and implementing programs;
- Demonstrated experience in DRR and ER thematic areas and demonstrated experience in capacity building, technical support, advising and documentation of education related program;
- Excellent communication skills both verbally and in written form in English and Vietnamese
- Excellent people management and interpersonal skills, with a demonstrated ability to respond effectively to challenges, and work effectively in a cross culture environment.
- Good understanding of challenges facing vulnerable children and communities in Vietnam;
- Commitment to humanitarian principles/accountability frameworks, especially for work with vulnerable populations;
- Ability to work effectively with people of diverse backgrounds, to motivate and inspire team work;
- Ability to analyze information, evaluate options and to think strategically;
- Commitment to and understanding of SCI aims, values and principles including rights-based approaches.

***Desirable***

- Flexibility and a sense of humour – ability to work, live and thrive in challenging circumstances;
- Have a very high level of personal and professional integrity and trustworthiness;
- Be both self-confident and humble;
- Experience of working with local government and partners;
- Experience of working in an emergency setting and/or commitment to build that capacity;
- Thrive in a fast-paced and fun environment.

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**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.

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**Author:** Deputy Country Director