***The following provides guidance on development of role profiles. This guidance should be used when completing the template. (Please use font Gill Sans MT size 11)***

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| **TITLE:**  Project Director GCF |
| **TEAM/PROGRAMME:** Program Operations | **LOCATION:** Freetown, Sierra Leone (regular travel to coastal districts) |
| **GRADE**: TBC | **CONTRACT LENGTH:** 24 months / renewable |
| **CHILD SAFEGUARDING: (select only one)**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 country programs. |
| **BACKGROUND and ROLE PURPOSE:**Save the Children is recruiting a P**roject Director,** to manage and oversee the successful implementation of the upcoming ‘Sierra Leone Coastal Resilience Project’ (SLCRP), a Green Climate Fund-funded project in coastal Sierra Leone.The Sierra Leone Coastal Resilience Project will be one of the largest community-based adaptation projects ever delivered in West Africa. Mainly funded by the Green Climate Fund (GCF), it has been designed to improve the climate resilience of communities across 5 coastal districts of Sierra Leone. It will increase communities’ resilience to climate variability, extremes and change and build the adaptive capacity required to ensure communities can maintain a good quality of life in the face of climate change. The project will do this by:   1. Community mainstreaming of climate change adaptation through governance, partnerships, education and training,
2. Enhancing climate resilience of food production systems and value chains to secure food and livelihoods, especially for women, youth and children
3. Delivering ecosystems-based adaptation for coastal protection and natural resources

The project is extremely ambitious in scope. It will intervene in five districts and 75 coastal communities;and covers several thematic areas, including: Governance; WASH; education; livelihoods; climate change adaptation; and ecosystems rehabilitation, with the key focus on livelihoods, and ecosystems rehabilitation. Due to this broad focus, experience working across multiple sectoral areas would be an advantage for the project director role. TThe SLCRP is a partnership between the Government of Sierra Leone through the Environmental Protection Agency (EPA), and Save the Children International Sierra Leone, supported by four other NGO implementing partners. The project will be managed by a Project Implementation Unit (PIU) which will sit within the Save the Children International Sierra Leone office, overseeing staff within the EPA and the other NGO partners. **The Project director** will oversee the PIU and the wider NGO / Government consortium to deliver project activities and will hold ultimate responsibility for implementation of the SLCRP, including managing the overall project budget of $26.9m (USD) over the five-year project. In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. |
| **SCOPE OF ROLE:** **Reports to:** Director of Programme Operations**Staff reporting to this post:** **Direct: 6****Indirect: 2****Budget Responsibilities: *$5m per year ($26.9m over five year project)*****Role Dimensions**: The project director will be responsible for developing key stakeholder relationships with senior government officials, institutional partners, and the Green Climate Fund as the key donor as well as co-financing partners. Furthermore, the project director will be the key project liaison between the project activities and partners within Sierra Leone, and supporting offices across the global Save the Children movement, especially Save the Children UK and Save the Children Australia. |
| **Project Leadership and Management*** Lead high quality, results orientated planning, implementation and reporting in compliance with donor, government and Save the Children agreements and procedures
* Provide strong leadership and supervision of the PIU. Manage performance of the PIU including performance appraisals, coaching and development
* Facilitate the Project Steering Committee in a secretariat function
* Oversee recruitment of consultants and employees of the project
* Ensure development and effective operation of project Grievance Redress Mechanism
* Role model the values of Save the Children, the Government of Sierra Leone, the Green Climate Fund (GCF) and promote values-based leadership
* Serve as the key focal point for the project and interface with the Government of Sierra Leone, NGO partners, Save the Children UK and Save the Children Australia as required. Ensure close coordination between all parties.
* Monitor and manage the key risks associated with the delivery of the project including implementation of appropriate mitigation measures
* In consultation with relevant government departments and technical project managers, maintain an integrated implementation plan
* Develop effective project management tools, including (but not limited to) detailed implementation plan, procurement plan, MEAL plan, using the PRIME system, and ensuring the use of SCI Project Management Methodology (PMM) tools as relevant.
* Lead the team to deliver the project on schedule and budget ensuring the project support functions (finance, human resources, procurement and administration, MEAL) are working effectively and efficiently, and maintaining productive relationships across departments.
* Ensure achievements of the SLCRP objectives as detailed in the project proposal and guidance, in line with GCF and SCI guidelines

**Human Resources Management*** Manage or participate in staff recruitment as needed for the project.
* Build a cohesive and high-performance team, which will deliver results and changes for children, and which is accountable to its beneficiaries and all stakeholders.
* Ensure staff receive regular support, supervision and performance appraisals in line with HR policies; feedback mechanisms are in place; and capacity building opportunities are pursued as relevant/feasible.
* Ensure that all members of the project team are in full compliance with all of Save the Children’s policies, protocols and procedures, both global and country level.
* Approve staff monthly time sheets as per SCI’s effort reporting guidelines. Ensure annual leave plans are developed and leave is taken regularly, but in a manner that does not disrupt project delivery.

**Financial Resources Management*** Ensure that all components of the project budget are fully understood by the project team and partners as relevant/applicable.
* Ensure that all planned activities are delivered on time in line with expenditure forecasts
* Help ensure that all activities and expenses are donor and SCI-compliant.
* Prepare and regularly review project spend plans on monthly basis in line with BVA reports and transaction listings, identifying budget coding errors and missed postings.
* Ensure detailed and accurate procurement plans are in place and adhere to appropriate lead times; ensure all procurement is done through ProSave.
* Participate in periodic financial forecasts as required to inform master budget, ensuring these are realistic and as accurate as possible.

**Project monitoring and reporting*** Provide oversight of the Monitoring, Evaluation, Accountability and Learning (MEAL) of the project, in collaboration with the MEAL team. Ensure the development and implementation of a quality MEAL plan, in line with the project’s results framwork.
* Review and ensure, through the PIU Finance Manager, sound budget tracking and reporting against project expenditure and progress, ensuring donor compliance and accountability standards are met (including project audits when required)
* Review and ensure, through the MEAL Manager and project officers, the quality and consistency of all internal and external reports
* Ensure that project reporting and documentation meet donor quality standards and requirements, and are submitted on-time to the Project Steering Committee, other project stakeholders and Save the Children UK and Australia
* Raise any critical issues or risks to the Technical Working Group and follow up on agreed actions

**Stakeholder relationship management*** Work closely with the Save the Children wider team to develop and maintain a detailed stakeholder management plan for project implementation
* Maintain strong relationships with the project partners, district and national government, other relevant stakeholders on the program
* Ensure all key stakeholders are kept appropriately informed of project progress and are provided with effective opportunities to provide input into project implementation
* Ensure and support regular communication with the heads of all the Government; ensure that the project leads in each district are maintaining similar relationships with government agencies in each distric for the effective, efficient and timely implementation of project activities
* Ensure the in-house Save the Children communications function is working effectively and collaborating well with the PIU to manage stakeholder relationships.
* Proactively reach out to other organisations, groups, and agencies that are doing similar or related activities in the project areas to strengthen synergy, and to avoid duplication.
* Work closely with the SCI advocacy/communications and PDQ teams to maintain an integrated and joined approach to advocacy and programme work as relevant.

**Other*** Prepare and submit regular weekly/monthly plans and reports of project activities.
* Other significant duties, as may be assigned by the individual’s line manager; participate in required trainings
* Comply with all relevant Save the Children policies and procedures, including, but not limited to: fraud and anti-bribery, safeguarding and code of conduct, sexual harassment and gender equality, safety and security, finance, procurement, and human resources.
* Ensure all project activities are implemented in line with safe programming procedures and protocols.
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| **BEHAVIOURS (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
* 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, 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
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| **QUALIFICATIONS** **Required qualifications and/or accreditations*** University education (Degree and preferably Masters levels) in International Development, Relations, Climate Change, agriculture, conservation or related field
* Project management training or certification
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| Essential knowledge or experience* At least 10 years’ experience managing complex projects with multiple partners, especially government agencies or line ministries
* Extensive experience in West Africa and understanding of the West African context
* Previous experience as a Project director, Chief of Party or similar role for a multilateral-funded program
* Proven project management skills, including successfully delivering large-scale complex projects from initiation to completion with a focus on project mobilisation
* Demonstrated strategic planning skills including strong time management, administrative and organisational skills
* Demonstrated application of project management disciplines (especially NGO project management principles such as PMD Pro)
* Experience navigating complex relationships between disparate groups of stakeholders, working internationally and across time zones
* Outstanding problem-solving skills and innovation mindset supported by strong analytical capability
* Demonstrable experience of managing large budgets for development projects, spending effectively and in line with project forecasts
* Proven ability to develop and report on Key Performance Indicators (KPIs) s to measure the success of project management processes
* Experience operating within a complex environment and dealing with ambiguity
* High levels of behavioural flexibility and emotional intelligence
* Excellent ability to engage and influence others across all levels of the organisation, Government and other stakeholders
* Highly developed communication skills, written and verbal, and the ability to present information clearly and effectively to a wide range of internal and external audiences, including highly developed report writing skills
* The ability to effectively coordinate resources and drive outcomes
* Extensive knowledge in the fields of financial management, procurement management, and monitoring and evaluation

A willingness to travel to remote, coastal locations within Sierra Leone including travel by boat**Desirable knowledge or experience*** Knowledge of climate change programming, especially focussed on livelihoods
* Knowledge of mangroves or other coastal ecosystems
* Experience of working closely with Government organisations, especially in West Africa
* Experience of work in child centred organisations
* Knowledge of, or experience with the Green Climate Fund
* Experience working with institutional or multilateral donors with complex compliance requirements (e.g. World Bank, USAID)
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| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive; the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD prepared by: Deanne Evans** | **Date: 26/01/2024** |
| **JD agreed by:** | **Date:** |
| **Updated y:** | **Date:** |
| **Evaluated:** | **Date:** |