

VACANCY

POSITION:	Admin Project Officer
UNIT:	Regional Unit
PLACE OF WORK:	Save the Children Italia (Roma) with overseas travel where required
LINE MANAGER/REFERENT:	Head of Regional Unit
SALARY GROSS :	Between 24.000,00-26.000,00 depending on the expertise
CSP:	1

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 Italia) 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

JOB PURPOSE

This role will support the Senior/ Programme Officers and the Head of Regional Unit in managing the "end to end" project cycle by ensuring data management in Award Management System (AMS) and Financial Management System (FMS/Agresso), supporting quality check of reports, sharing and analyzing projects information. The position plays a key role in ensuring that Save the Children project management practices are streamlined across international programs staff and grants staff in finance.

Project Management

- Ensures that key processes are in place so that proposals, formats, eligibility, compliance, reporting and quality assurance receive optimum attention at the various stages of the project life cycle (opportunity to close-out)
- Supports the Senior/Programme Officers in the review and editing of reports from Country Offices (COs) ensuring the compliance with internal quality standards/checklist and assessing the coherence and completeness of the information provided by COs
- Supports the definition of internal KPIs for measuring both SC Italy International Programs and COs performance
- Populates data for monitoring and measuring KPIs

Award Management Support

- Ensures that Award Management System (AMS) is effectively maintained and up to date and all relevant documentation is timely uploaded in the system and consequently in SC Italy file storage
- Ensures that all Award management established processes are effectively completed by relevant staff
- Ensures that all opportunities, proposals, contracts and amendments with donors are processed and approved through AMS
- Supports projects close-out and ensure that the official process is completed in AMS.
- Participates to SCI Awards Management working groups and ensure roll out and dissemination of tools, procedures and practices
- Monitors and analyze SCI Awards Management KPIs ensuring the dissemination of relevant information to Senior Programme Officers, Head of Unit/Division and Finance staff as appropriate
- Ensures accurate data entry in Agresso and support Senior/Programme Officer to collect and compile data for budget monitoring

Other Administrative Support

- Supports the preparation of presentations and materials for internal and external meetings
- Assists with the organization of SCI, COs and other SC Members staff travels and visits to SC Italy
- Supports general administrative and contractual tasks as required

EDUCATION, COMPUTER AND LANGUAGE SKILLS

- University degree in relevant subject.
- Highly computer literate and confident with Outlook, Word, and Powerpoint, Excel and the Internet; and an interest in appropriate use of current information and communications technologies
- Good command of spoken and written English

EXPERIENCE AND QUALIFICATION

- At least 2 years of working experience in an NGO environment, in management and operational related position
- Overseas working experience of 6 months/1 year
- Experience of operating and setting up administrative and information systems

SKILLS AND BEHAVIOURS (OUR VALUES IN PRACTISE):

Accountability:

- Holds self accountable for making decisions, managing resources efficiently, achieving results together with children 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.
- 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.

PERSONAL SKILLS AND OTHERS:

- Demonstrable commitment to the vision, mission, values, principles, aims of Save the Children.
- Sensitivity/appreciation of diversity and ability to derive added-value from it.
- Proven ability of team working.
- Good analytical skills with the ability to identify key points from complex material or information.
- Proactive approach to work and ability to identify and implement effective processes for achieving outcomes
- Flexibility and adaptability to respond to changing needs, effectively address issues and adapt to an International NGO dimension
- The position leaves space for proposing new business practices and tools, thus we will assess the capacity of the candidate to be proactive and collaborate with the team in finding efficient and suitable solutions