

PROJECT MANAGER EGYPT

POSITION:	Education Project Manager – Italian Nationality (Italian Ministry of Foreign Affairs Project)
PLACE OF WORK:	Save the Children – Egypt Country Office (Cairo based with frequent field travel).
MANAGEMENT RESPONSABILITY:	Yes
BUDGET HOLDER:	Yes
CONTRACT TYPE:	Italian Ministry of Foreign Affairs Contract
PERIOD:	<i>3 years contract (Tentatively: December 2014 – 2017)</i>
GROSS SALARY:	48.000 - 54.000 Euro/year according to the level of expertise and skills
CHILD SAFEGUARDING LEVEL	Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people

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

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

JOB PURPOSE

This position is responsible for leading the implementation of a three year education and protection project that will be co financed by the Italian Ministry of Foreign Affairs, and will be implemented by Save the Children Italy in partnership with Save the Children Egypt. The project will be implemented in the Upper Egyptian governorate of Fayoum.

This position will also ensure quality and timely project management, operational planning, financial and grants management, documentation, staff management, and representation of the project. The Project Manager will ensure that program interventions, are strategic in terms of SCI overall strategies and effective in meeting project goals and objectives. S/he will be responsible for ensuring that all program resources are engaged in a timely manner and that implementation moves forward according to plans.

RESPONSIBILITIES

Project Management

- Provide oversight and technical leadership in designing strategies, supporting on-going project implementation, and facilitating technical dialogue related to inclusive education in Egypt
- Oversee the implementation, monitoring and evaluation of the project, ensuring management in accordance with Save the Children program criteria and standards. The Project Manager's management practices will be reflected by his/her timely and effective monitoring of all critical project events and activities. When technical assistance is needed to solve problems or improve implementation he/she will draft, with the assistance of sector specialists, a clear and targeted scope of work for technical and/or monitoring and evaluation consultants. Any major project adjustments differing from agreed upon specifications of the grant agreements will be done only after receiving approval from the Country Director and in consultation with the donor agency.
- Ensure the capacity building of partner organizations.

Operations Planning

- Provide overall leadership and management in creating short and long-range operational plans, which will lead to successful project implementation.
- Ensure that project staff effectively plans activities that lead to project success. This will include detailed annual management plans, with quarterly work and budget projections, which will be accompanied by appropriate cash flow needs analysis.
- Ensure compliance with SCs Child Safeguarding Policy, as well as Accountability and Child Participation practices throughout the projects' activities.

Financial and Grant Management

- Responsible for the budget of the project. The detailed annual budget and corresponding project plan will be tracked as per Save the Children accounting systems and in accordance with grant agreement stipulations.
- Ensure that project accounting and financial systems are in place for the effective control of assets, funds, commodities, equipment and property, and will submit to SCIT all required financial reports in a timely and complete manner.
- Ensure that all donor's accepted procurement procedures are in place and are strictly adhered to.

Project Documentation and reporting

- Document and share best practices and lessons learned and more broadly assist with research design, implementation, evaluation and dissemination of best practices internally and externally.
- Supervise M&E and help creating project reporting systems that track critical project elements and activities in a fashion that allows time to correct management problems before they become critical and report outcomes and impacts to donors and Save the Children.
- Ensure the completion of timely quality reports as required internally and externally.

Staff Management and Development

- Ensure that all staff understand and are able to perform their roles.
- Manage the Project team: define expectations, provide leadership and technical support needed, and evaluate direct reports regularly.
- Ensure the recruitment, training, and promotion of staff as appropriate and ensure availability of appropriate professional development opportunities for staff.
- Incorporate staff development strategies and Performance Management Systems into team building process.
- Manage the performance of all staff project team through:
 - Effective use of the Performance Management System including the establishment of clear, measureable objectives, ongoing feedback, periodic reviews and fair and unbiased evaluations;
 - Coaching, mentoring and other developmental opportunities;

Representation

- Coordinate and liaise with the local government, NGOs, and other agencies involved in inclusive education
- Represent the project in policy and technical fora in Egypt. Establish and maintain good relations with the donor representative in the country in order to share best practices and position for future funding.

Perform other tasks as required.

EXPERIENCE AND QUALIFICATION

- Bachelor's degree, advanced degree in social studies is a plus
- Demonstrated experience in project and financial management of education and protection projects (minimum three years)
- Knowledge of the Egyptian local context is an asset
- Experience working through/with sub grants and partners is preferable
- Demonstrated ability to build capacity of local partners
- Secure with high levels of ambiguity; a strong self-starter
- Highly developed interpersonal and communication skills including influencing and negotiation
- Strong results orientation, with the ability to challenge existing mindsets
- Experience in solving complex issues through analysis, definition of a clear way forward, and ensuring stakeholder buy in.
- Good working knowledge of Italian and English is mandatory, Arabic is preferable
- Commitment to Save the Children values

SKILLS AND BEHAVIORS (OUR VALUES IN PRACTICE):

Accountability:

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

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 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 calculated risks

Integrity

- Honest, encourages openness and transparency