

VACANCY

POSITION:	Regional Programme Officer
UNIT:	Regional Unit
PLACE OF WORK:	Save the Children Italia (Roma) with frequent travels
LINE MANAGER/REFERENT:	Head of Regional Portfolio/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

As member of the Regional Unit, the Regional Programme Officer contributes, under the supervision of the Head of Regional Unit, to the development, management and oversight of SC Italy *full spectrum* programme portfolio in the assigned geographic area

RESPONSIBILITIES

- Oversight of the “end to end” project cycle

- Ensures the timely creation of proposals, contracts and reports in support of quality programmes delivery in the region
- Supports the Head of Regional Unit for the implementation of SC Italy strategy in the assigned geographic area
- Contributes to SC Italy engagement in Countries ensuring it is aligned with the agreed strategy
- Contributes to the development of new opportunities for the growth and development of SC Italy portfolio in the assigned geographic area, in line with the strategy
- Main interface with SCI Country office project staff
- Develops strong knowledge of in Country context and current issues in relation to delivery and operating platform in particular Contributes to the development of new practices and tools to streamline processes and improve quality and efficiency of work
- Provides programmatic information to feed into production of content for advocacy, technical and content management teams
- Contributes to Country offices performance assessments in cooperation with the Admin/Project Officer
- Contributes to the oversight and monitoring of the geographic area budget

Programme development

- Revision and appraisal of project proposals, in coordination with technical and proposal development staff as appropriate
- Supports the Admin Officer to feed accurate project related data into AMS
- Contributes to maximize funding opportunities for the development of the Regional portfolio, in line with the strategy and set growth objectives

Programme management

- Contributes to the preparation and monitoring of SC Italy budget for the assigned geographic areas
- Remote monitoring oversight of SC Italy funded projects, monitoring progress of projects, providing input/advice to implementation teams in Country offices and raising red flags to the Head of Regional Unit where appropriate
- Provides programmatic feedbacks to project reports
- Ensures general compliance with Donors requirements (no financial specific) and SC Italy internal standards and provides advice/support to COs
- Inputs into risk assessment process
- Liaises with technical team to facilitate delivery of technical support to programmes within the Regional portfolio

Financial specific:

- Responsible for project budgets monitoring, including monitoring of budget variances and assessing amendments
- Responsible for consistency check between budgets and projects planning/narrative documentation
- Responsible for the substantial analysis of the financial report (over/underspent)
- Support the Finance team in the final reconciliation, liaising with COs if necessary

Humanitarian

- Keeps track and monitors SC Italy humanitarian contributions in the assigned geographic Regions
- May participate to update calls related to the active emergency responses in the geographic area and recommends opportunities for SC Italy support
- As part of their full spectrum portfolio, responsible for programme management of institutional humanitarian projects

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
- Comprehensive experience in proposal development, project management and Donor compliance
- Strong communication skills both in written and spoken Italian and English

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