

<b>JOB TITLE:</b> Award Officer	
<b>TEAM/PROGRAMME:</b> Portfolio management- International programs and Advocacy	<b>LOCATION:</b> Rome. The position may require travelling
<b>CHILD SAFEGUARDING:</b> Level I	<b>Type of Contract:</b> national
<b>Reports to:</b> Head of portfolio management department	
<b>Line management responsibility:</b> no	
<p><b>ROLE PURPOSE:</b> This role will support the Senior Programme Officers and the Head of Portfolio management in managing the “end to end” awards cycle, by ensuring data management in AMS and Agresso, supporting quality check of reports, sharing and analyzing awards information. The position plays a key role in ensuring that Save the Children awards management practices are streamlined across international programs staff and grants staff in finance.</p>	
<p><b>KEY AREAS OF ACCOUNTABILITY :</b></p> <p><b>Award Management</b></p> <ul style="list-style-type: none"> <li>• Responsible for the effective dissemination of award information, including key deadlines, so that all key contributing staff have a clear understanding of expectations throughout the lifecycle of an award (opportunity to close-out).</li> <li>• Supports the Senior Programme Officers in budget monitoring and reconciliation process in Agresso, where appropriate</li> <li>• Supports the Senior Programme Officers in reporting, specifically for non institutional Donor, by carrying out quality check on the basis of the internal quality assurance checklist</li> <li>• Supports award close-out and ensure award close out processes are officially completed in AMS.</li> <li>• Monitors SCI Awards Management KPIs and ensure dissemination to Senior Programme Officers, Head of Department and Finance staff as relevant</li> <li>• Supports definition of internal KPIs for measuring internal performance and performance of COs</li> <li>• Populates data for KPIs measurement</li> </ul> <p><b>Award Management System (AMS)</b></p> <ul style="list-style-type: none"> <li>• Assumes editor function in AMS</li> <li>• Ensures that all opportunities, proposals, contracts and amendments with donors are processed and approved through AMS and the system is an accurate reflection of current award status at all times.</li> <li>• Ensures all relevant documentation is timely uploaded in the system</li> <li>• Participates to SCI Awards Management working groups and ensures roll out of tools, processes and practices</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Supports the preparation of presentations and materials for kick off meetings and visits</li> <li>• Supports general administrative and contractual tasks as required</li> </ul> <p><b>Person specification</b></p> <ul style="list-style-type: none"> <li>• At least 2 years of working experience in an NGO environment, in an administrative and/or financial related position</li> <li>• Overseas working experience of 6 months/1 year</li> <li>• Fluent in Italian and English</li> <li>• Flexibility to take on relevant tasks as needed and to adapt to an International NGO dimension</li> <li>• 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</li> </ul>	