

Education Project Manager - ECHO At Save the Children

The Opportunity: Education Project Manager - ECHO (For Westbank Based Nationals Only)

Post location: Westbank Field Office located in Ramallah

Contract Duration and Level of Effort: 12 months with possible extension.

*****Due to the urgency to fill this role, applications will be reviewed on a rolling basis. Kindly note that the position might be filled before the vacancy announcement is closed; therefore, early applications are encouraged.*****

*****This role will be contingent upon securing available funds, and we might use this vacancy to fill more than one post.*****

ROLE PURPOSE:

The Education Project Manager (PM) - ECHO is accountable for the effective leadership of staff within their Programme Unit, and responsible for the quality delivery of all assigned Projects ensuring they are delivered on time, within budget and with compliance. This includes oversight, coordination and support of implementing partners in line with SCI's partnership principles and approaches.

S/he is required to manage the full project cycle in line with SCI's Project Management Methodology (PMM), fairly assigning tasks within their Programme Unit to ensure that all project deliverables are completed and compliance requirements are met. This includes clear and timely coordination with all internal and external stakeholders, and advanced escalation of anticipated risks and challenges to the appropriate management level. S/he is also required to support and contribute to the development of concept notes and proposals in close coordination with the SCI Education Technical Advisor.

The post holder is accountable for the accurate budgeting, forecasting, monitoring and reporting of programme costs for their assigned Projects, ensuring spending is delivered in line with forecasts and anticipated over-/underspends are reprogrammed in line with contingency plans.

In the event of a 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: Westbank Field Office Manager

Dotted Line (Technical/Functional Lead): Technical Advisors/Specialists relevant to the post holder's project portfolio

Staff reporting to this post: Programme Coordinator and Programme Officer

Budget Responsibilities: In line with scheme of delegation

Role Dimensions: The role is expected to foster relationships with a wide range of internal and external stakeholders including Country Office Programme Development & Quality team, advocacy colleagues, Ops colleagues, and local stakeholders and partners.

KEY AREAS OF ACCOUNTABILITY:

Key Area 1: Programme Identification and Design

- Actively support the Programme Development & Quality (PDQ) team in the development of new Education Programmes and proposals, including active participation in design workshops.
- Inform the design of new Projects through recommendations based on field-based learnings and operational feasibility.
- Support MEAL in the collection and analysis of design data, as led and requested by PDQ
- Contribute to Country Office and Programme strategies and annual plans.
- Contribute to the development of local partnerships with LNGOs and governments.
- Support development of the Project and Award Risk Tool (PART) for new Projects.
- Lead development of Detailed Implementation Plans (DIPs) during the design phase in coordination with implementing partners and relevant TAs.

Key Area 2: Programme Planning and Implementation

Planning

- Manage and deliver the ECHO Project as well as other Education Projects in line with Project Management Methodologies (PMM), ensuring relevant tools and procedures are developed and regularly updated
- Ensure Detailed Implementation Plans (DIP), phased budgets, procurement plans, MEAL plans and HR plans are developed and updated and shared on timely basis, as per PMM procedures and tools.
- Ensure Project information and planning tools are inputted and regularly updated on the PRIME system, once it becomes active.
- Ensure relevant Project data is inputted into the MEAL System and kept updated

Set-Up

- Lead engagement with all relevant stakeholders, ensuring Education Project objectives and approaches are defined, understood, and roles, responsibilities and timelines are clear
- Lead development of Project Charters and Authority Matrices
- Lead Initial Planning and Kick Off meetings for assigned Projects

Implementation

- Ensure overall management and close supervision of assigned Education Projects, allocating tasks within the Programme Unit to ensure activities are delivered on time, within budget and with compliance.
- Schedule and oversee regular field and partner visits amongst the Programme Unit to verify project activities are implemented with quality and according to design and targets.
- Monitor Programme costs in Project budgets, ensuring spending is in line with forecasts and variances are identified and reprogrammed in good time.
- Ensure safeguarding protocols are established and monitored, ensuring initiatives to strengthen safe programming.
- Actively anticipate, analyse and mitigate Project risks, escalating where appropriate.

- Ensure participation of children and communities, particularly those most vulnerable or at-risk, in all stages of the programme cycle, as safe and appropriate.
- Build and maintain relationships with key stakeholders including: UN agencies, NGOs, relevant government departments and community-based organizations, and ensure adequate information flow.
- Ensure Projects are compliant with donor conditions, and SCI's Policies and Procedures.

Project Close Out

- Lead on the achievement of the exit and sustainability plan for Projects in partnership with key stakeholders
- Lead project close out activities, including the disposal/handover of project assets in coordination with Supply Chain.
- Lead the development of timely and high-quality reports, in coordination with PDQ and relevant staff from different functions. These should be concise, results-based and demonstrate progress against agreed indicators.

Advocacy, Campaigns, Communications & Media

- Support the development and implementation of SC's Advocacy Strategy for education, contributing operational and programmatic evidence where required to support campaigns
- Coordinate with ACCM team on the implementation of programmatic Advocacy, Campaigns, Communications and Media activities related to assigned Projects

Key Area 3: Programme Learning and Adapting

- Implement Programme monitoring activities in line with Project MEAL Plans and SCI Quality Benchmarks
- Support MEAL with the implementation and monitoring of accountability mechanisms
- Adapt Programmes in line with results, community feedback and changes in the operating environment.
- Coordinate regularly with Technical Advisors/Specialists, adjusting approaches in line with their feedback on quality and design issues.
- Document lessons learned, best practices and case studies at Project and Programme levels relevant to the post holder's portfolio, and disseminate to relevant stakeholders, ensuring these are informing Programme adaptations and the design of new Projects.

Key Area 4: Staff management and development

- Ensure that all staff fulfil their responsibilities according to their job description, and have clearly defined and SMART annual objectives that are regularly evaluated.
- Ensure individual and Programme Unit work plans are developed and regularly updated
- Fairly assign tasks across the Programme Unit, balancing work loads and monitoring stress.
- Establish a team culture of learning, creativity and innovation within the Programme Unit, ensuring staff remain valued, supported and motivated.
- Actively identify and propose appropriate professional development opportunities for staff, that are in line with agreed development goals and succession planning, where relevant
- Organize and deliver regular on-the-job trainings, coaching and mentoring for staff and partners.
- Monitor staff coverage and make timely recommendations for the scale up or scale down of the Programme Unit, in accordance with current and projected funding.

Key Area 5: Partnerships

- Lead the completion of partner assessments in line with the Partner Assessment Tools (PAT)
- Ensure all communication with implementing partners is enabling in nature, and in line with SCI's Partnership Principles, including mutual benefit, transparency, accountability and Independence.
- Mentor and support implementing partners, delivering direct support and/or training as necessary
- Proactively consult and engage implementing partners in decision making relevant to shared Projects.
- Support partner mapping and selection processes and provide evidence from the field regarding the partners quality and performance when applicable.

Key Area 5: Emergency Preparedness and Response Management

- Contribute to the development of SCI's Emergency Preparedness Plan (EPP) in the area of education in emergency, and lead implementation of Preparedness Actions within the Programme Unit
- Ensure contingency plans are developed for each Project against the highest-rated risks as per the EPP. Ensure these plans are pre-agreed with management and relevant SC Members for swift activation.
- Respond to emergencies in line with the Core Humanitarian Standard and under the direction of the appointed Response Team Leader, reassigning tasks as required within the Programme Unit.

In order to be successful, you will bring/have:

QUALIFICATIONS

- Master's degree in Education, International Relations, Developmental studies or similar field, or 5 years of work experience in Education Project Management

EXPERIENCE AND SKILLS

Essential

- At least +5 years of work experience delivering humanitarian and/or development projects, with minimum 3 years of management experience.
- Previous experience working in Education programmes in a humanitarian or development context.
- Knowledge and work experience with education sector Stakeholders both nationals and internationals. Demonstrate knowledge of key education standards and familiarity with Minimum standards and conflict sensitive education
- Previous experience in managing and implementing awards funded by institutional donors with medium to high level of compliance requirements e.g. ECHO, SIDA, USAID, NORAD
- Previous experience working in volatile/complex operating environments and in-depth knowledge of the challenges facing children in Palestine.
- Proven record of success in delivering the full project management cycle, including workplans, DIP, MEAL plans, supply chain, finance and HR processes.
- Proven leadership skills, and experience of managing staff.
- Experience working alongside national partners in line with equitable partnership principles
- Accomplished in networking, influencing and delivering results with key stakeholders.

- Excellent written and spoken English
- Ability to function effectively under stressful conditions such as heavy workloads and deadlines.
- Excellent Microsoft Office applications skills (Excel, Word, Power point, Emails, Skype, Web researchers)

We offer a competitive package in the context of the sector**. This role is offered on the basis of national terms and conditions.**

Save the Children promotes a diverse and inclusive work environment, women and people with different abilities are strongly encouraged to apply.

The Organisation

Save the Children works in development and humanitarian contexts with children and partners to help families, communities, and governments identify and use innovations to ensure all children survive, learn and are protected.

We employ approximately 25,000 people across the globe and work on the ground in over 100 countries to help children affected by crises, or those that need better healthcare, education and child protection. We also campaign and advocate at the highest levels to realize the right of children and to ensure their voices are heard.

We are working towards three breakthroughs in how the world treats children by 2030:

- No child dies from preventable causes before their 5th birthday
- All children learn from a quality basic education and that,
- Violence against children is no longer tolerated

We know that great people make a great organization, and that our employees play a crucial role in helping us achieve our ambitions for children. We value our people and offer a meaningful and rewarding career, along with a collaborative and inclusive environment where ambition, creativity, and integrity are highly valued.

How to apply

Application Information:

Please attach a copy of your CV and cover letter with your application, and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at [Education Project Manager – ECHO](#).

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.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.