



**Save the Children**  
New Zealand

## **JOB DESCRIPTION**

JOB TITLE:	OVERSEAS PROGRAMMES MANAGER
LOCATION:	NATIONAL OFFICE (Although some travel will be required)
REPORTING TO:	HEAD OF PROGRAMMES
DIRECT REPORTS:	NONE
FUNCTIONAL RELATIONSHIPS:	<p><u>Internal</u></p> <ul style="list-style-type: none"><li>• Chief Executive Officer</li><li>• SCNZ board sub-committees</li><li>• National office staff</li></ul> <p><u>External</u></p> <ul style="list-style-type: none"><li>• Other Save the Children International members</li><li>• Save the Children partners</li><li>• NZAID and other major donors</li><li>• Funding agencies and strategic business partners</li><li>• Members of the aid and development community</li><li>• Volunteer network</li></ul>

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### **Save the Children**

Save the Children New Zealand (SCNZ) is a non-government organization that fights for children's rights worldwide. It is part of the Save the Children International which is made up of 28 member countries who work together pooling resources to carry out joint operations in more than 120 countries around the world. Together members implement more than US\$1.3 billion worth of development projects annually.

Save the Children's values are based on the United Nation's Convention of the Rights of the Child (UNCRC) and the Universal Declaration of Human Rights, which share the conviction that all people are of equal worth, that children have rights, and that everybody has a responsibility to make these rights a reality. The UNCRC requires governments to ensure that children's rights are respected, and Save the Children works with others to advocate this goal. Save the Children's mission is to fight for children's rights and deliver immediate and lasting improvements to children's lives worldwide. Its vision is to work for:

- A world which respects and values each child
- A world which listens to children and learns
- A world where all children have hope and opportunity

## **Context**

SCNZ has supported international Childs Rights programming initiatives through the SCI, and in partnership with many other members of the SCI has supported the delivery of effective programmes to children and their families in Africa, Asia and the Pacific, for the last 50 years. Currently SCNZ supports partner agencies to address a wide range of programmes to respond to and deal with the consequences of HIV/AIDS in 3 countries in Africa – Kenya, Zimbabwe and Mozambique. In Asia, children and their families are being actively supported to access and participate fully in all aspects of education programmes, in India, Indonesia, the Philippines, Laos, and Nepal. Children and their families in PNG, Fiji, and Samoa are also currently continuing to receive support to ensure both their health status and their right to education are met.

SCNZ raises funds in New Zealand from the public and private sectors through dedicated giving programmes, community sponsorship, direct appeals, and an active Branch network which supports a retail network. The New Zealand government also makes a significant contribution, by funding specified programme activities which meet the criteria of and align with the strategic interests and goals of the government's aid and development agency NZAID, which is a Division of the Ministry of Foreign Affairs and Trade (MFAT). Funds from all sources are applied to programmes and projects in the 3 regions, where SCI members have a presence in the field and have been mandated within the SCI strategic frameworks to advocate for children's rights and deliver child focused development programmes.

## **Purpose of the position**

This position will provide programme management services across all current and proposed programme activities. The appointee will manage a portfolio of programme and project responsibilities. In particular this will require the development of new programme and funding contracts, and continuation of sound relationships with all programme and project partners internationally; with NZAID staff, with other NGO representatives within NZ and internationally,

and with other SCI member personnel. Fulfilling a schedule of reporting on programme and project activities and impacts to donors, to agreed quality standards, is a vital activity within this position, as is ongoing monitoring, appraisal and evaluation.

**Key Performance Indicators:**

- Programmes funded meet NZ Aid and other donor guidelines
- Programmes are within budget and meeting performance targets
- Relevant funding available from the NZ government, and other sources, is secured
- NZ Aid, and other major donor, reporting requirements met

**Responsibilities**

1	Overseas Programme Management	<p>Facilitate the development, review and formulation of overseas programme strategy and policies</p> <p>Identification and assessment of potential partners and project proposals for funding and support</p> <p>Conduct appraisal, monitoring and evaluation of projects including visits and impact reporting</p> <p>Negotiate agreements for funding support from MFAT/NZAID, and any other significant donor agency as required</p> <p>Deliver reports on ongoing programmes and projects to the required standard in a timely manner</p> <p>Manage the flow of funds to project partners by ensuring payment schedules are managed on a timely and accurate basis</p> <p>Monitor expenditure and manage financial reporting to donors on programme and project expenditure</p> <p>Liaise with partners' Programme Managers, field staff, and counterparts to enhance working relationships and ensure effective and efficient communications to support programme delivery.</p>
2	Relationships Management	<p>Ensure positive working relationships with key partners overseas</p> <p>Liaise with other SCI members as required to elicit and/or provide information on SC NZ activities and requirements</p> <p>Engage with other SC NZ staff, Board members, and volunteers to ensure they are informed as required about</p>

		<p>overseas programme activities</p> <p>As required, participate in regional SC NZ meetings, Council meetings, Branch meetings</p> <p>Develop and sustain positive relationships with key personnel at NZAID and other donor agencies</p> <p>Develop and sustain relationships with key personnel across the SCI membership</p>
<b>3</b>	Communications and Representation	<p>Submission of regular reports to donors, SCI members, SCNZ staff and Board, to a required standard and in a timely manner</p> <p>Present information on international programmes and projects through speaking engagements, media interviews, attendance and participation at conferences, seminars and workshops, and to SCNZ staff, Board members and volunteers</p>
<b>4</b>	Administration and office services	<p>Contribute to ensuring all records, reports, notes and other documentary evidence of programme and project activities are maintained in an accurate and accessible manner</p> <p>Contribute to development and maintenance of all administrative systems, including database and filing, expenditure and grant payments records</p> <p>Ensure all travel records and reconciliations of expenses incurred are reported and reconciled to a high standard and in a timely manner</p>
<b>5</b>	Strategic thinking and planning	<p>Contribute to delivery of strategic goals and priorities</p> <p>Participate in the development of strategic goal setting and the development of business and management plans aligned to strategic goals</p> <p>Assess all current and proposed programme and project developments in relation to strategic priorities</p>

Any other duties requested by the Head of Programmes.

## **PERSON SPECIFICATION**

### **Essential Skills and Experience**

- Commitment to SCNZ's mission and vision
- Prior experience (minimum 5 years) of management of community based programme development internationally
- Proven analytical skills, for assessment of reports and proposals submitted by project partners, and numeracy skills, for assessing budgets, managing variance reports, cashflow projections, grant payment regimes, etc.
- Proven excellence in time management and meeting deadlines
- Evidence of strategic thinking and planning, and delivery of activities against strategic priorities
- Familiarity with standard Microsoft Office applications – Word, Excel, and Powerpoint

### **Desirable Skills and Experience**

- A relevant tertiary qualification
- Knowledge of institutional donor management
- Experience of submitting acceptable project proposals and reports to major donors, in particular NZAID bilateral programmes and KOHA-PICD
- Understanding of child rights, advocacy, and child centred development
- Knowledge of database applications