



Save the Children
New Zealand

JOB DESCRIPTION

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

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 (SCI) 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 SCI 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 sector through dedicated giving programmes, community sponsorship, direct appeals, and an active Branches 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 . Reporting to the Head of Programmes, the appointee will ensure that all administrative, back office, technologically based, and general programme support activities are effective and efficient; that they enhance access to management information used for decision making by programmes management staff; and provide a comprehensive range of support services, such as administration of travel arrangements.

Key Performance Indicators:

- Programmes funded meet SCNZ's strategic objectives and NZ Aid 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	Records management	<p>Develop where necessary, and maintain on an ongoing basis, filing and records retrieval systems for the Programmes Unit which are coherent, easily accessible, and include electronic as well as hard copy files</p> <p>Liaise with other service providers across the organization to ensure records management systems are organizationally coherent and accessible</p> <p>Develop and then maintain a catalogue of programme materials, such as photos, videos, background reports and information</p> <p>Develop standard templates for recurring business processes</p> <p>Complete and then maintain operational and policy manuals and handbooks</p>
2	Database management	<p>Ensure data input to Programmes Unit is up-to-date and accurate, and that required reports are generated on a timely basis</p> <p>Liaise with other SCNZ staff across the organization to ensure the Programmes Unit database is integrated with other similar information management systems and that the information is coherent and consistent with organization needs</p> <p>Monitor the effectiveness of the database in terms of supporting the information management needs of the Unit, and investigate, propose and where agreed, implement changes</p>
3	Planning and scheduling	<p>Prepare and monitor schedules of reporting, reminders, and follow up actions required to ensure reporting to donors will be timely and efficient.</p> <p>Maintain schedules of meetings, key dates, annual planning and implementation calendars to monitor Programmes Unit is meeting targets such as strategic priorities, annual and management plans, etc.</p>

4	Financial systems	<p>Assist programme management and finance colleagues with compilation and reconciliation of travel and other financial disbursements</p> <p>Notify programme partners of payments made, and undertake any reporting follow up as required</p> <p>Assist programmes management colleagues with development of spreadsheets to track and monitor expenditure for specific projects or activities</p> <p>Develop appropriate budgets for administrative projects</p> <p>Liaise with Finance Unit to integrate financial record keeping systems where appropriate, and ensure interface with financial management systems for SCNZ are consistent and robust.</p>
5	Travel arrangements	<p>Make all travel arrangements for staff of Programmes Unit and ensure all relevant documentation is available in a timely manner</p> <p>Monitor requirements for visas, vaccinations, MFAT travel Advisory notices, etc. on behalf of the Unit</p>
6	Website development	<p>Liaise with other SC NZ staff as to website developments and possibilities and participate in projects to develop or enhance the site on behalf of the Programmes Unit</p> <p>Research and monitor electronic developments which could be used to promote the overseas programmes of SCNZ e.g. blogs, and make recommendations accordingly</p>
7	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 administrative 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 office administrative services
- Proven experience of developing and administering robust, consistent and coherent records management and other information management systems.
- Proven excellence in time management and meeting deadlines
- Demonstrable numeracy skills
- Proven expertise in creating structured solutions to back office activities
- Evidence of strategic thinking and planning, and delivery of activities against strategic priorities
- A high level of competence with standard Microsoft Office applications – Word, Excel, and Powerpoint. Knowledge of (or prior use of) ACCESS database software would be an advantage

Desirable Skills and Experience

- Website development
- Previous experience of making travel arrangements