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| **TITLE:** Consortium Manager | |
| **TEAM/PROGRAMME:** Humanitarian | **LOCATION:** Yangon |
| **GRADE**: TBC | **CONTRACT LENGTH:** 12 Months |
| **CHILD SAFEGUARDING:**  Level 1:  the role holder will not have contact with children and/or young people, or access to personal data about children or young people, as part of their work; therefore a police check will not be mandatory unless the content or location of the role changes, in which case the Child Safeguarding level will be reviewed. | |
| **ROLE PURPOSE:**  The Consortium Manager is responsible for ensuring effective coordination between Consortium partners. The role will coordinate technical and management staff at field level, as well as Yangon level programmes staff and Steering Committee. S/He will lead on developing systems and processes to ensure regular, joined-up and effective coordination and dissemination of information. They will be responsible for ensuring key issues are being raised from field level and that management and technical decisions are taken based on quality programme and management information, and follow up.  The Consortium Manager will play a key role in setting the strategic direction of a four partner, multi-phase WASH and Nutrition programme, totalling over 15m USD. This will include leading on proposal development, strategy processes, and driving joint advocacy initiatives with key stakeholders, ensuring these initiatives are informed by effective monitoring, evaluation and documentation of programme learning.  The Consortium Manager will coordinate and support production of submission of quality deliverables to the donor, including donor reports, proposals, assessments and evaluations. S/He will be responsible for ensuring effective grants and financial management systems are in place, with key controls. S/he will liaise closely with relevant local government authorities, INGOs, UN Agencies and donors. | |
| **SCOPE OF ROLE:**  **Reports to:**  **Direct Reports:** Head of Programme Humanitarian  **If this role is a budget holder, approximately, how much budget is the role managing:** 100,000 USD  **Financial Approval:**   * Budget Allocation on General Funds up to 10 000 USD   **External Representation:** Interpersonal contact regular and varied in both oral and written. Negotiation and representation with senior level representatives including government level decision makers, donors, wider SC community  **Travel:**   * Frequent (over 6 days per month) | |
| **KEY AREAS OF ACCOUNTABILITY:**  **Consortium Coordination**   * Ensure robust and strategic information is available to enable the Steering Committee to effectively monitor and review consortium management and implementation * Play a key role in driving joint advocacy initiatives and setting strategic direction * Represent the consortium at National level and foster collaboration and learning. * Facilitate joint discussion and strategic decision-making through regular meetings in Yangon and Rakhine with an emphasis on ensuring issues can be systematically raised from field and cluster level and discussed together.   **Programme Quality**   * Ensure key management staff in Yangon and Rakhine are informed of programme progress and best practices to feed into advocacy and programme design * Ensure that efficient systems are in place to support coordinated consortium management and implementation including grant management and project monitoring and evaluation * Work with the finance team to ensure effective financial processes and controls are in place, and that issues are identified and followed up with partners in a timely way, including ensuring financial reports and other key deliverables are completed * Maintain a close working relationship with technical teams across partners at field office and Yangon level to support coherence in approaches, raising and follow up on key issues, strategy development, and integration across partners and sectors. * Coordination and production of key reports and other project deliverables. * Organise and participate in field visits by donors, head office and other organizations.   **Monitoring, Evaluation and Information Management**   * Ensure the effective monitoring, evaluation and documentation of the program, and that any learning is built into the design of future programmatic work   **Representation & Advocacy & Organizational Learning**   * Play a key role in Consortium representation in formal and informal relationships with partners, donor, government authorities and other stakeholders, as appropriate. * Support the design of cross consortium advocacy initiatives and participate in advocacy activities that target decision-makers in-country related to project advocacy objectives.   **Leadership**   * Encourage good initiatives and innovative ideas across the Consortium partners * Maintain a focus on achieving results and meeting the agreed objectives, and pro-actively solve problems without having to be instructed by line management. | |
| **SKILLS AND BEHAVIOURS (our Values in Practice)**  **Accountability:**   * Holds self-accountable for making decisions, managing resources efficiently, achieving 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   **Ambition:**   * Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same * Widely shares their personal vision for Save the Children, engages and motivates others * Future orientated, thinks strategically   **Collaboration:**   * Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters * 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 | |
| **QUALIFICATIONS AND EXPERIENCE**   * Master’s Degree in social Sciences, humanitarian assistance/international development or related field * 10 years of professional experience in development with a minimum of 5 years’ experience in a leadership role in the implementation of projects * Substantial experience and knowledge of effective financial and budgetary control and of managing multi-million dollar grants. * Strong experience in managing Consortium programmes and understanding of institutional donor compliance * Demonstrable experience in advocacy initiatives including influencing key stakeholders at high levels including senior management, donors, Government Authorities * Strong experience managing multiple tasks and ability to be proactive and demonstrate leadership * Excellent interpersonal skills and the demonstrated ability to lead, build and work effectively in team situations. * Excellent oral and written communication skills. * Commitment to and understanding of Save the Children’s aims, values and principles.   **General:**   * Ability to work collaboratively with colleagues across the organisation developing effective working relationships to deliver outstanding results for children * Commitment to and understanding of Save the Children’s aims, values and principles. * Willingness and capability to comply with all relevant Save the Children policies and procedures with respect to health and safety, security, equal opportunities and other relevant policies, including the Child Safeguarding Policy | |
| **Date of issue: Author :** | |