

TITLE: Deputy Country Director(DCD)- Program Operations	
TEAM/PROGRAMME: Program Operations	LOCATION: Kathmandu
GRADE: Executive	CONTRACT LENGTH: Fixed Term
<p>CHILD SAFEGUARDING: Level 3: the post holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
<p>ROLE PURPOSE: Save the Children is Nepal and Bhutan's leading independent organization for children. We save children's lives; we fight for their rights; we help them fulfill their potential. We work together, with our partners from civil societies and government, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.</p> <p>The Deputy Country Director, Program Operations, is responsible for ensuring overall management and quality delivery of Save the Children's development as well as emergency response programs in Nepal. This will require strong, sustained coordination with the Director for Program Development and Quality (PDQ).</p> <p>This position is responsible to ensure timely and quality delivery of the planned projects and programs. They will provide guidance and management support to their direct reports, including thematic directors, the director of operations and the humanitarian director. In addition, they will provide guidance and management support to the senior manager for Logistics. They will be held accountable for all aspects of program implementation including administration, project related procurement and supplies, financial and quality reporting requirements.</p> <p>As a member of the Senior Management Team (SMT) in Nepal, they share the overall responsibility for the direction and coordination of the Country Office (CO).</p> <p>In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: Country Director</p> <p>Staff reporting to this post:</p> <p>Direct:</p> <ul style="list-style-type: none"> • Director-Program Operation and Partnership • Senior Construction Coordinator • Senior Manager – Humanitarian • Senior Supply Chain Manager • Program Support Officer <p>Indirect : None</p>	

Budget Responsibilities:

Role Dimensions: The post-holder is required to work and coordinate closely with the Director of Programme Development and Quality (PDQ), Chiefs of Party (COPs) and the Heads of finance, Human Resources (HR), administration, Information Technology (IT), Advocacy Campaign Communication & Media (ACCM), Internal Control and Compliance (ICC), Safety and Security, as well as the Awards.

As an SMT member, the post-holder provides inputs on the overall country programme's strategic directions and contribute to key-decisions affecting the CO.

KEY AREAS OF ACCOUNTABILITY:

The Deputy Country Director- Program Operations, is accountable for the areas below for which they may choose to delegate parts of these responsibilities to their team:

Programme Operations & Management

- Coordinates and liaises with relevant department heads to ensure that proper policies, procedures, and operational systems are in place to properly and adequately support program implementation.
- Oversees the timely, efficient, and effective delivery of high-quality child-focused and right-based programs including,
 1. Creation and revision of Detailed Implementation Plans
 2. Review of Budget vs Actuals (BvA)
 3. Analysis/approval/rejection of requests for No Cost Extensions
 4. Coordination with PDQ to ensure strategic project implementation sites and themes
- Ensures that all the programs achieve high ratings in Key Performing Indicators (KPIs)
- Coordinates with the Awards team to ensure that Save the Children complies with donor and SCI regulations on all projects.
- Ensures organizational policies and procedures are closely followed regarding bidding and tendering processes.
- Reviews Program Operation Department's structure and ensures timely recruitment of staff and their training in consultation with the HR Department.
- Provides leadership in strategic direction, management, and evaluation of programs
- Ensures financial oversight of project and thematic budgets, maintaining timely expenditure in line with agreed priorities and donor guidelines.
- Builds the capacity of staff in program management, technical competency, and policy.
- Ensures compliance with SCI policies as well as legal compliance with the national laws and regulations
- Play a key role as advisor to the Country Director in matters related to program operation, safety and security, and emergency response.

Planning & Budgeting

- Co-lead with Director-PDQ in organizing Country Annual Planning and project plans development meetings and workshops in all regional offices and at the national level.
- Facilitates the development of Detail Implementation (DIP) Plans, phased budgets and program implementation strategies for each of the projects and ensure they are followed thoroughly by all project/program managers.
- Reviews the DIP on quarterly basis and update as required.
- Tracking program progress and budget expenses of all field offices, partners, projects and take corrective actions as required.
- Ensures the inclusion of procurement and supplies in the Country Annual Plan and followed

thoroughly.

- Ensures Emergency Preparedness Plans is in place and updated and for small and medium sized humanitarian response are in place and responded as and when required.
- Supporting Save the Children's dual mandate of development programs as well as being the leader in emergency preparedness and response and ready for the deployment if required.

Programme Development

- Ensures partners and Regional offices develop high quality program/project implementation plan.
- Reviews the final draft of proposals to ensure they meet all operational requirements.

Partner's management

- Coordinates with PDQ in identifying districts and NGOs for new and pilot projects.
- Ensures Project implementation partners are in full compliance with SC and donors' requirement with coordination of other departments. Work with Partners team to ensure that partners selected to work with SC Nepal have the operational capacity to meet SC project objectives

Capacity building of SC and P/NGOs staff

- Ensures CO-based staff under Program operations, Regional offices, and project implementation partners have plans and resources to access required quality technical assistance in time.

Representation and Networking

Coordinates and represents project implementation at the district and national level with relevant donors, networks, government, and other forums that will consolidate SC's reputation and programming.

Builds strong networks with other NGOs, CSOs, UN agencies, and Government line agencies working on children's issues to promote coordination and resource sharing.

As a member of the Senior Management Team, contribute to

- Leadership of the Nepal/Bhutan Country Office.
- Supports the development of an organizational culture that reflects SCI's dual mandate values, promotes accountability and high performance, encourages a team culture of learning and sharing, creativity and innovation, and frees up people to deliver outstanding results for children and excellent service for SCI members and donors.
- Helps design and implement a coherent organizational structure that is consistent with agency practices and appropriate to program needs.
- Ensures Nepal/Bhutan Country Office complies with all Save the Children Management Operating Standards and Standard Operating Procedures.
- Ensures that all required support is provided promptly, at scale and in line with the rules and principles during emergencies, working closely with the Asia Regional Office (ARO).

BEHAVIOURS (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 their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

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; demonstrates highest levels of integrity

QUALIFICATIONS

- Master's degree or equivalent.

EXPERIENCE AND SKILLS

Essential

- At least 10 years of management experience with a minimum 7 year of senior management experience preferably in an I/NGO environment, including experience in directing and implementing programs for children in both emergency and development contexts,
- Prior experience in working with government staff,
- Demonstrated management and development of diverse teams of national and international professional staff,
- Proven sound strategic thinking and planning skills, including the ability to think creatively and be innovative, set priorities, manage work plans and evaluate progress,
- Highly developed relationship-building, negotiation, and interpersonal skills,
- Highly developed verbal and written communication skills.

Preferred

- Demonstrated significant experience in health, education, protection, livelihood, **disability & inclusion, climate change,** and humanitarian response sector in a developing country context.

Additional Job Responsibilities:

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities: The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.	
Safeguarding obligation: We need to keep children, adult at risk and community safe. The position holder is responsible to ensure that their conduct is in line with SCI's Safeguarding policies. Hence, our selection process includes rigorous background checks, reflects our commitment to the protection of children, adults at risk and community from abuse, exploitation, and harassment.	
Health and Safety: The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.	
Safeguarding our Staff: The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy.	
JD written by:	Date:
JD agreed by:	Date:
Updated by:	Date:
Evaluated:	Date: