

Team Leader – Global Fund	
TEAM/PROGRAMME: Global Fund	LOCATION: Country Office, Kathmandu, Nepal
GRADE: 1	CONTRACT LENGTH: 31 st Jan 2025
<p>CHILD SAFEGUARDING: Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <u>or</u> 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 the 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. We reached approximately two million populations and invests over 40 million US dollars annually to reach more children than ever before, through programs in Health, Nutrition, Education, Protection and Child Rights and Governance, Livelihood, HIV and AIDS, and Humanitarian crises.</p> <p>The Team Leader (TL), Global Fund is responsible for planning, delivery, performance and management of TB and HIV grants from the Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM) in Nepal for the extension period (Aug 2024 to Jan 2025). Save the Children (SCI) serves as Principal Recipient (PR) under NFM-II for three grants: HIV, TB, and malaria and the extension period includes extension of HIV and TB grants and closure of Malaria grant. Estimated budget of extension period will be around \$7 million. The program is delivered through sub-grants to multiple Sub-Recipients (SRs) and in close coordination with the Country Coordination Mechanism, Ministry of Health and Population (MoHP) and other stakeholders.</p> <p>In specific, the Team Leader will be responsible for the following tasks:</p> <ul style="list-style-type: none"> • Ensuring timely completion of planned activities during the extension period; and that the set performance targets are met; • Ensure that the contractual obligations, including effective budget management, are met in a timely and cost-effective manner; • Sub-grants to the sub-recipients are well managed, compliances are ensured and quality reporting are done on a timely manner • Ensure synergies between GFATM programs and other SCI Nepal Country Office programs are maximized, accomplishments and lessons learned are documented and shared widely; and • Provide leadership and management guidance to the GFATM PR team with diverse professional backgrounds. 	
<p>SCOPE OF ROLE: Reports to: Country Director Staff reporting to this post: 8 (Sr Manager - Field Operations, Sr Manager – Partnerships, Sr Manager – PSM, Sr Manager – M&E, Sr Technical Manager – HIV, Sr Technical Manager- TB, Knowledge Management Coordinator) Budget Responsibilities: approximately \$7 million Role Dimensions: Save the Children works in all the districts of Nepal with a current staff complement of approximately 50 staff and current expenditure of approximately \$US 7 million.</p>	
KEY AREAS OF ACCOUNTABILITY:	

Leadership and Technical Guidance (30%)

- Ensure achievement of the program's objectives, as per the grants' performance frameworks; developing strategic plans, annual and quarterly work plans, and overall management of the grants' implementation in line with GF guidelines;
- Ensure that program teams, including sub-recipients, are familiar with program activities and targets agreed to in the performance framework;
- Ensure effective coordination with SCI Nepal's Department Heads, SC-US team, MoHP, and other stakeholders
- Oversee technical assistance and trainings efforts to ensure effective service delivery for HIV and TB including human resource, financial, procurement supply chain, and program management;
- Ensure proper handover of assets, documents, and program learnings to MoHP for the Malaria component.
- Ensure that relevant technical materials are made available and that appropriate dissemination takes place.

Contractual Compliance and Financial and Grant Management (25%)

- Ensure compliance with all relevant administrative, human resources, procurement and financial policies and procedures of GFATM and SCI regulations and procedures;
- Oversee the control of expenditures within budgets;
- Ensure appropriate implementation, oversight and monitoring of sub-grants to all sub-recipients, including ensuring flow down and compliance with all GFATM regulations and procedures.
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- Ensure closeout procedure for HIV and TB are prepared, shared and approved by the Global Fund and closeout procedures for Malaria is executed as per the approved plan.

Representation, Networking, and Partnerships (25%)

- Represent SCI as the PR and ensure effective management of relationships with all relevant stakeholders.
- Maintain positive relationships with GF Secretariat Nepal Country Team, and specifically the GF Fund Portfolio Manager;
- Collaborate with strategic partners such as the Government of Nepal, UN, WHO, USAID, PEPFAR, and other bilateral and multilateral agencies, as required;
- Work closely with the Local Fund Agent and the Nepal Country Coordinating Mechanism (CCM);
- In coordination with the SCI Nepal Country Director and Health Team members, establish and maintain professional and institutional relationships with government ministries and departments through sharing of reports, and providing verbal updates.
- As an invited member of SCI Nepal's Senior Management Team (SMT), the position holder will update SMT about project progress, challenges and provide recommendations

- Coordinate with and update the Nepal Country Director on GFATM grants status and performance on a regular basis and assist Deputy Country Director and SMT members in identification of needs and opportunities for project activities including facilitating in designing and developing of proposals to explore new opportunities;

Staff Management and Development (10%)

- Manage, mentor and provide guidance to all GFATM staff in country to ensure program targets are met and closeout procedures are planned and executed.
- Establish, build, and nurture effective teamwork within the GFATM team and ensure a cohesive workplace environment for optimum staff retention and motivation;

Program Documentation, Monitoring, Learning, and Research (10%)

- Ensure good practice by supporting the development of strong M&E mechanisms; ensuring strong and relevant monitoring tools and systems are in place to support high quality implementation by partners;
- Document implementation successes, challenges, and lessons learned and share them with all relevant stakeholders;
- Track and evaluate key interventions, to assist in generating lessons for sharing, building an evidence base of surveillance and M&E approaches.

QUALIFICATION

- Master's degree in related field such as public health, medicine, health administration or related field;

EXPERIENCE AND SKILLS

Essential

- Minimum 10 years of relevant experience in project leadership roles with at least 5 years in a senior management position
- Demonstrated experience working in HIV, TB, or malaria required, experience with the GFATM preferred
- Proven successful experience in financial and grants management, including sub-grant management
- Demonstrated success and understanding in working across cultural differences and the political and ethical issues surrounding public health issues among key populations.
- Proven success in establishing professional relationships and working collaboratively with government agencies, donors, civil society and community-based organizations (CBOs).
- Demonstrated ability to develop, lead, and mobilize a team of direct and indirect reports.
- Able and willing to travel frequently up to 20%;
- Demonstrated professional fluency in both oral and written communications in English.

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

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.

Child Safeguarding:

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.

Health and Safety:

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

JD written by: _____ **Date:** _____

JD agreed by: _____ **Date:** _____

Updated By: _____ **Date:** _____

Evaluated: _____ **Date:** _____