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| **TITLE:**  CO Awards Coordinator | | |
| **TEAM/PROGRAMME:** Awards Management Unit (AMU) | **LOCATION:** Country Office - Ramallah | |
| **GRADE**: NAT 4 | **CONTRACT LENGTH:** One year (with possible extension) | |
| **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. | | |
| **ROLE PURPOSE:** The purpose of this post is to support the Country Office (CO) in the planning, securing and managing of both development and humanitarian awards. This role will work collaboratively with Members and other departments of the Country Office programme  as well as the Area/Field Offices to ensure smooth management and donor compliant of development and humanitarian programme awards, sub awards and contracts. The person will be responsible for maintaining a portfolio of awards and their respective sub awards. The position will be also supporting capacity building of SCI and partners and improving internal ways of working and promoting quality and efficient program implementation. The coordinator will support the Head of Awards in ensuring that the SCI programme adheres to all its award management obligations internally within SCI and externally with donors. This will include vetting and collaborative scoping of partners; supporting proposal development processes from donor compliance perspective; Supporting oPt CO functions; ensuring timely and quality data in the Award Management System; drafting sub-award agreements with partners, working with oPt Area Offices to ensure compliance with financial and administrative requirements, donor specific requirements and to make recommendations for overall improvements. S/he will be responsible to maintain the Awards Management function along the Awards Management Cycle starting from the inception phase till the close out. S/he will also undertake ongoing review of the portfolio and provide data and metrics to inform decision-making.  The post holder will work closely with Program Implementation/ Operations, PDQ, NBD, ACCM and Finance on proposals, financial and narrative reporting, monitoring and analysis, and compliance processes. In addition, the coordinator will collaborate with the Program Managers, Finance Manager, and MEAL staff in ensuring quality implementation, monitoring and reporting in line with SCI’s procedures, policies and standards. S/he will coordinate monthly calls with Members and support the Program Managers to follow through action points from the meetings.    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.  The role has the following main aspects to it: capacity building of staff in their award management professional development and contributing to the development and advancement of award management processes and systems. | | |
| **SCOPE OF ROLE:**  **Reports to:** Head of Awards Management Unit (AMU)  **Staff reporting to this post:** Awards Officer  **Role Dimensions**: The post holder will be responsible for direct communications with Members in coordination with the other units in the CO, and plays a key coordinating role within the CO.  oPt CO operates in a highly complex context with multi-member interest. The CO has an annual budget of around $34m, and approximately 80 staff. The CO works in the West Bank and Gaza through two field offices, in addition to the main country office in Ramallah. | | |
| **KEY AREAS OF ACCOUNTABILITY :**  **Award Management**   * Coordinate and organise regular Awards Review Meetings. * Assist the Head of Awards in organizing the High-Risk Awards meeting and developing strategies to enhance the management of these awards. * Ensure that award management systems and processes are successfully implemented across the life of award and key controls are in place to support effective management of the funding portfolio and compliance with the donor requirements. * Support the coordination of proposal development to the NBD Team, ensuring all staff inputs happen in timely and effective manner and advice on donor compliance requirements to ensure high quality and on time proposals. * Ensure Award Kick-Off meetings conducted on-time to ensure that all award information is shared effectively with relevant staff across the country office (including field offices) and partners. * Establish systems for regular award monitoring across the country office and facilitate regular meetings with key stakeholders to support the Program Implementation Team to ensure that performance on individual awards is tracked effectively, risks and issues are flagged and action taken as appropriate. * Support the finance team on monitoring of award budgets, phasing and forecasting. * Coordinate the processes for donor reporting to ensure that reports are high quality, delivered on time and supported by auditable records. This includes assistance in preparation of donor financial reports. * Maintain effective communications with Save the Children Members, providing them with timely updates on their awards and flagging potential issue promptly. * Provide regular management information to the Head of Awards on the performance of the country office portfolio. * Ensure maintaining a reporting tracker and share regularly with stakeholders within Save the Children in oPt, * Manage award closeout planning and processes.   **Donor Compliance**   * Support all functions to ensure donor requirements are understood and complied with. * Ensure that all appropriate donor formats are available in-country and that key contributing staff have a clear understanding of donor requirements and expectations at the proposal, kick off, amendment, reporting, close out and audit stage of awards. * Ensure potential issues and amendment requests are flagged promptly to donors via the relevant Save the Children Member. This may include developing business cases where donor waiver/derogation requests need to be more thoroughly articulated or negotiated with donors. * Work with internal and external auditors as necessary.   **Partnerships**   * Work with Partnership management staff to ensure all implementing partners undergo legal vetting and capacity assessment prior to commencing work with Save the Children, are engaged with appropriate agreements and effective monitoring systems are in place so that partner delivery meets donor expectations and requirements. * Work with program staff to ensure relevant donor requirements are effectively communicated and understood by implementing partners. * Coordinate with program staff, and partners to ensure effective drafting for the sub-award agreements; * Working with finance to ensure the timely internal review and clearance of all financial documentation and reporting associated with sub-awards; * Support in monitoring the compliance of partner’s programs with donor and SCI requirements and raise issues affecting external/internal compliance to the Head of Awards and Members; * Support the improvement and the revision of AMCP tools and systems; * Maintain the Sub- Awards tracker and ensure regular maintenance of Sub-Awards files for oPt portfolio; * Maintain a broad and deep understanding of relevant donor policies, regulations and procedures; * Raise compliance issues proactively with the relevant levels; * In line with AMCP, supports to lead partner sub-award Kick off- meetings, Sub-award regular review meetings, and sub award close out meetings in collaboration with program staff;   **Communicating with impact, negotiation and coordination**   * Provide support in the proposal development and the revision processes by providing advice on donor compliance requirements to ensure compliant submission of the proposals and amendments; * Support in maintaining effective communications with Members, Field Offices, CO, RO and Partners regarding Awards Management and donor compliance related issues; * Support the Awards Officers at the field offices in conducting effective Award Kick off meetings to ensure that all award’s information is shared effectively with relevant staff; * Active participation in the area and field office Award Review Meetings (BvA process) and coordinate agreed actions with the programme and finance teams * Lead on the Award’s close-out process and work with field offices, oPt functional departments, the Regional Office and Members to ensure complete and compliant awards clos-out; **Award Management System (AMS)** * Ensure that all opportunities, proposals, contracts and amendments with donors are processed and approved through AMS and the system is an accurate reflection of current award status at all times. * Ensure all partners and sub-award agreements are input into AMS. * Ensure that all adequate attachments appear on AMS and are retained as part of the award audit trail   **Developing self and others; Working effectively with others**   * Work as a team member of the Award Management Unit (AMU) to support the development and performance of oPt CO portfolio; * Carry out orientations and staff trainings on Awards Management procedures, and donor requirements for Save the Children staff and partner organisations; * Ensure collaborative WOW and drive accountability across the CO, Area and Field Offices | | |
| **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**   * University degree in Business, International Development, Finance/Accounting or in any other related field | | |
| **EXPERIENCE AND SKILLS**   * Minimum 4+ years of experience in NGO environment with a good understanding of the grant management cycle * Proven track record of supporting a senior management team * Ability to understand grant budgets and prepare financial reports. * Highly developed interpersonal and English communication skills, including influencing, negotiation and coaching. * At least 4+ years of experience managing grants, contracts & sub agreements with knowledge of major funders’ guidelines (i.e USAID, BHA, DEVCO, ECHO, DFID, CIDA, GAC, BMZ, UNOCHA, SIDA, NORAD, DANIDA etc.) relevant experience managing donor funded projects with International NGO’s particularly those addressing human/children’s rights and those applying partnership approaches. * Strong analytical skills and strategic planning abilities. * Computer literacy and excellent documentation skills are a must. * Excellent excel skills with the ability to draw out complex data from a variety of different sources. * Ability to proactively identify issues and problem solving skills. * Ability to establish and maintain conducive collegial relations and perform effectively as a member of a team. * Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures. * Excellent time management and planning capacity. * Ability to manage a varied workload, to work effectively under pressure to organize and prioritize work to ensure departmental deadlines are met.   **Desirable**   * Experience with Save the Children award management system (AMS). * Significant experience with NGOs in an international environment. * Understanding of how to produce financial reports from Save the Children’s overseas accounting software (Agresso) | | |
| **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: Samer Hmaidan Head of Awards** | | **Date: April 8, 2024** |
| **Approved By: Faton Krasniqi - Director of Programme Operations** | | **Date: August 21, 2024** |
| **Evaluated:** | | **Date:** |
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Declaration

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that I have read and understood this job description and I pledge to respect it along with the SC’s Code of Conduct, Child Protection Policy, the Staff Regulations and the terms and conditions of the contract I signed.