

<b>TITLE:</b> Regional Award Management Manager	
<b>TEAM/PROGRAMME:</b> LAC Regional Office, Programme Operations	<b>LOCATION:</b> Panamá, Guatemala, El Salvador, Colombia or Peru.
<b>GRADE:</b> TBD	<b>TYPE OF CONTRACT:</b> <b>Permanent</b> <input checked="" type="checkbox"/> <b>Fixed Term</b> <input type="checkbox"/> (double click over the relevant box and select 'checked' to insert a cross)
<b>CHILD SAFEGUARDING:</b> Level 3: the post holder will have contact with children and/or young people <u>either</u> 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.	
<b>ROLE PURPOSE:</b> As a key member of the Regional Programme Operations team, the post-holder will lead the Awards Management functions and support across the LAC region.  The post-holder will work in close collaboration cross-departmentally within the Regional Office (especially with programme operations, finance, supply chain, HHRR, NBD, resource mobilisation, PQI). S/he will be a member in Regional Risk Committee.  S/he will play a lead role in monitoring, reporting on and driving improvement in award performance across KPIs, MIs and other cross-functional indicators of award performance in countries and the region. S/he will provide quality management reporting and input to the Region and to global AM governance groups (AM Leadership Group – Members and Regions; Region and Centre Monthly AM meeting) as required.  S/he will drive improvements whilst referencing global standards, procedures, tools and frameworks, bridging global priorities with field realities to shape country offices awards management to be effective and compliant. S/he will work with the Country Offices Award Leads, Centre and AM governance groups to identify best practice and shortcomings, to work to improve processes and tools.	
<b>SCOPE OF ROLE:</b>  <b>Reports to:</b> Regional Programme Operations Director for LAC. <b>Dotted line report to:</b> Director of Award Management and Donor Compliance, SCI Centre <b>Staff directly reporting to this post:</b> None. <b>Dotted line reports:</b> LAC Region SCI Country Office Awards Leads [GTM, SLV, HTI, NIC, COL, PER, BOL, VEN], Regional Projects Awards Leads + support to non IP members [MEX, HND, RD] where required. Teleworking: Please note that due to the Covid-19 pandemic the role will likely begin remotely, and the successful candidate may be required to use their own equipment (laptop) in the initial weeks and have good access to internet.	
<b>KEY AREAS OF ACCOUNTABILITY:</b>  <b>Leadership in Award Management</b> <ul style="list-style-type: none"> <li>• Build relationships within the award management community, and cross-functional teams to support the resolution of issues and coordination of deliverables i.e., reports, KPIs, among others. Escalating issues to the centre office if required.</li> <li>• Be a Regional Award Management System (AMS) Champion, engaging in the global AMS Champions network and supporting the RO and CO on AMS issues where required.</li> <li>• Have regional oversight for all LAC directly received funding and support countries in the region to engage with SCI directly received donors (e.g. WFP, UNHCR).</li> </ul>	

- For directly received accounts, escalate programmatic /compliance issues to donor RO, where donor is receptive to these; or escalate to Awards/Compliance Lead at Centre for them to take to donor HQ.
- Build CO and RO staff capacity to manage awards and comply with donor requirements, coordinating efforts with Members to provide demand-driven capacity building, and collaborating with Centre and other Regional Awards Leads to drive learning approaches that positively impact LAC CO AM standards and performance.
- Ensure that LAC COs achieve Award Management related Operational and Program Quality KPIs. Understand and analyse KPI results, provide supporting information to the RO and Centre, and identify improvements that can be undertaken to improve awards performance.
- Provide regional leadership in award management functions through recruitment, mentoring and active talent management and development of key LAC CO awards staff.
- Create an environment of continuous learning for awards staff, sustaining a regional AM Community of Practice to drive peer-to-peer support and collaboration between awards leads that supports our programme results for children.
- Provide strong matrix (dotted line) management for country awards leads in the region including input to development and performance objectives and feedback to line managers for performance reviews.
- Provide reports and analyses of CO portfolios for Country Analysis and Strategic Portfolio processes and on demand from Regional Director, Program Quality and Design Director or NBD Manager.
- Act as a positive role model, exhibiting leadership within the Awards Management function for the region.

#### **Award Management Processes and Systems**

- Input to and support the roll out of organisational development and change management as required in line with global SCI strategy, work streams and projects e.g., High Performing Organisation (HPO) projects including Coding, PPM/PRIME).
- Support and drive the use of AMS across the function and focus on data quality improvements, systems integrity, and utility of AMS as a management information tool for award portfolio management and SMT insights for decision-making
- Actively engage with Regional Humanitarian and Ops Team to ensure that CO`s awards functions maintain appropriate preparedness and capability to respond to emergencies.
- Provide second line compliance support to directly received awards, reviewing high risk/critical opportunities, proposals and awards.
- Support COs with all directly received processes (e.g. go/no go, fundraising protocol waivers, foregone CAM approvals, etc.) and acts as approver as relevant per the scheme of delegation.
- Lead and/or backstop award management functions in humanitarian responses in LAC.
- Communicate and coordinate with IP Member contacts and centre directly received leads to understand and record any changes related to donor compliance requirements and reporting dates

#### **LACRO Award Management**

- Provide review of LACRO award agreement terms and escalate to legal department for further support.
- Provide award management support on regional office-managed awards, coordinating the work of the LACRO to ensure donor requirements are met, processes followed, and RO KPIs and MIs achieved.
- Support budget holders in the effective award management of humanitarian seed, pooled and appeal funds to LAC responses in SCI CO and LAC non-IP members including where required, with manual regional administration to support the response
- Coordinate regional-managed award kick off meetings, including a focus on donor requirements and ensure these occur at the start of each award.

- Prepare and perform portfolio level monitoring and analysis and follow up issues identified to their adequate resolution.
- Produce management reports and escalate identified portfolio issues in a timely manner

**Strategic Portfolio**

- Ensure accurate and up to date information on the award portfolio is readily available to regional SLT and members, in coordination with RD and NBD.
- Working with the Regional Finance Director, ensure that country offices have a clear framework for master budget development, cost allocation, monitoring of award budgets, phasing and forecasting, in particular ensuring alignment between the master budget and country office funding tracker.
- In close collaboration with NBD, track SCI pipeline of directly received accounts (including WFP and UNHCR) and provide award technical inputs into the opportunity/proposal process (go/no go, foregone CAM, risk assessment, etc).

**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 international development, social sciences, business administration, economics, or finance.

**EXPERIENCE AND SKILLS**

Essential

- Experience with NGOs with increasing responsibilities including proven experience in award management at a country/field level
- Knowledge of the requirements of major institutional donors in humanitarian and development contexts including eligibility issues and compliance management.
- Good understanding of programme, financial and operational management issues, and processes
- Excellent planning, management, and coordination skills, with the ability to organise a demanding workload comprised of diverse and challenging tasks and responsibilities

- Outstanding written and verbal communication skills in English and Spanish.
- Demonstrated capacity to resolve complex issues through strong attention to detail, conducting trends analysis, problem solving skills, defining a clear way forward, and obtaining stakeholder buy-in.
- Culturally sensitive, with highly developed interpersonal and team working skills, including influencing, negotiating, and coaching.
- Experience of capacity building and training delivery through various mechanisms.
- Commitment to Save the Children values
- Experience of driving/contribution to change in an organisation which has led to delivered results for the organisation and its stakeholders.
- Willingness to travel.

**Desirable**

- Experience with award management policies, procedures and systems and Save the Children's award management system (AMS)
- Knowledge of US government regulations and UN donors such as WFP and UNHCR
- Substantial experience in grants/award management, ideally with experience in both country-level and regional-level roles. Understanding of financial reporting from Save the Children's accounting software (Agresso)
- Track record of active contribution or support to a senior team, providing support across multiple sectors/regions or a broad award portfolio.
- Experience in line/staff management, or indirectly supporting matrix (dotted line) teams, coaching to deliver results across a team of people

**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.

**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:**