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| **SAVE THE CHILDREN INTERNATIONAL ROLE PROFILE** |  |
| **Position Title:**  | **Award Management and Donor Compliance SME– SCI Led Funding (Senior Specialist)** |

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| **Team** | Award Management and Donor Compliance (AMDC) Global Team, Functional Excellence | **Grade** | P4  |
| **Reports To**  | Head, Award Management Excellence | **Contract Length** | 9 months  |
| **Location** | Any | **Time-zone**  | Any |
| **Language(s)** | English essential.  | **Positions available** | 1 |

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| **Team and Job Purpose** |
| **Team purpose**To develop and enhance policies, procedures, and systems, including sub-award management, to enable functional excellence. Provides support and insights to the Business Partnering team, countries, Global and Regional Awards Unit, ensuring AMDC analytics and data quality enable portfolio management, drive right first time performance and manage risk. The team is accountable for Service Level Agreement requirements in system management and development, working with Business Partnering and Donor Compliance as required to resolve queries. The team leads transformation and continuous improvement in the function, collaborating cross-functionally and across teams in the function. The team also coordinates cross- functional strategic planning and leadership to streamline operations and align with organizational goals. Our purpose is to provide excellence in award management functions, thereby contributing to the overall success and efficiency of the organization.**Role purpose**Save the Children International (SCI) is seeing a significant increase in its SCI-Led programme funding, which comes directly from external donors without passing through other Save the Children entities. This role provides award advisory support to ensure SCI’s award management processes and systems can manage SCI-Led funding in a compliantly. Responsibilities include assessing the current and future state of SCI-Led portfolio, managing change and deployment deliverables, and regularly communicating with stakeholders to inform, engage and motivate. The role holder will lead in analysing award and donor compliance requirements across the portfolio, developing strategic risk management plans, defining new award management processes, identifying potential system impacts and collaborating with other technical leads. The role also supports knowledge management and stakeholder engagement. |

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| **Principal Accountabilities** |
| * Provide Award Management and Donor Compliance technical knowledge and expertise to the SCI-Led funding Project and advise on specific donor regulations, including on potential risks and challenges to inform cross functional requirements and solutions.
* Identifies where compliant awards require changes in other functions and supports other functional leads and experts in defining and delivering the necessary change.
* Lead the assessment and analysis of current and future donor compliance requirements across SCI-Led portfolio and develop guidance to Global teams and Country Offices on management, mitigation and oversight of such risks.
* Analyse award and donor compliance requirements across SCI-Led portfolio and recommend solutions and changes to current guidance to enable effective delivery of awards in a donor compliant manner.
* Identify and collate compliance related risks in the SCI-Led portfolio and collaborate with other teams to highlight such risks, interdependencies, and work towards solutions, in particular with the Finance BP and other cross-functional leads. Organise and lead design sessions, ensuring engagement and consultation of other impacted stakeholders, to design future state AM processes and procedures for SCI Led funding.
* Lead engagement with AMDC staff to define roles and responsibilities regarding award management and donor compliance, ensuring that all stakeholders are aligned with the organisation’s values of collaboration and accountability.
* Develop and maintain essential documentation and training materials to support the effective roll-out of new award management procedures across SCI.
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| **Budget** |
| N/A |

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| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: **0**Manager of a team: **No**Team Manager (manager of multiple teams): **No** |

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| **Size of Remit** |
| Global |

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| **Travel Requirements** |
| International travel required: NoPercentage of required for travel: N/A |

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| **Key Relationships** |
| **Internal** (excluding direct team and manager)* Global Award Management and Donor Compliance Team, Global and Regional Awards Unit, Country Office Awards teams, Functional Business Partners across Programme Delivery (Ops, Humanitarian, Supply Chain), I&I, RMCE (Programme Funding), Finance, Legal, HR, TDIT

**External*** Engage with Members, Donors
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| **Competencies** |
| Cluster: Leading Competency: Leading and Inspiring Others Level: Leading Edge Behavioural Indicator: Creates and engages others in a shared vision and strategy that will deliver more for childrenCluster: Leading Competency: Delivering Results Level: Leading Edge Behavioural Indicator: Aligns ideas and solutions to strategic imperatives to support delivery of our long-term strategic objectivesCluster: Thinking Competency: Problem solving and decision making Level: Leading Edge Behavioural Indicator: Identifies and addresses root causes of long-term problems facing the organisationCluster: ThinkingCompetency: Applying Technical and Professional ExpertiseLevel: AccomplishedBehavioural Indicator: Shares knowledge and best practice on technical solutions so that others can make best use of that expertiseCluster: Engaging Competency: Communicating with Impact Level: Leading Edge Behavioural Indicator: Delivers influential advice and briefings to internal and external audiences to build the call for action |

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| **Experience and Skills** |
| **Essential**1. Technical expertise: Substantial experience and expertise in leading a significant portfolio of awards, with a focus on donor compliance, financial efficiency, and achieving program objectives. Strong knowledge of complex donor regulations and compliance requirements in both humanitarian and development context including extensive experience of managing lifecycle of awards, from contract negotiation to closeout.
2. Stakeholder Management: Demonstrated ability to lead and collaborate effectively within cross-functional and cross-culturally diverse teams.
3. Interpersonal skills and communication: Strong interpersonal and relational skills, capable of building relationships with stakeholders, leadership, and team members to ensure successful project delivery. Excellent communication skills, both written and verbal, to advocate for the project and maintain clear, transparent communication with all stakeholders.
4. Systems Development: Proficiency in developing and implementing robust systems, tools and processes to manage the award lifecycle including reporting, compliance, and performance management.
5. Analytical and Problem-solving: Strong analytical skills to interpret financial data and complex regulations, and to proactively identify issues and develop innovative solutions for effective award management.
6. Change management: Proficient in managing change, with the ability to communicate impacts and requirements to diverse groups. Experience in deploying change projects, demonstrating successful implementation and management of changes.
7. Capacity building and training: Aptitude for capacity building and training, ensuring sustainability and consistent practices within the function. Experience in developing and delivering training that aligns with organisational practices.
8. Diversity and inclusion: Ability to conduct practices that foster an inclusive environment, appreciating the value of all team members. Considerable experience in promoting and implementing diversity, equity, and inclusion principles in international humanitarian or development contexts, demonstrating cultural competency and respect for diversity.
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| **Education and Qualifications** |
| **Essential**Qualifications: * Proficient in Donor and stakeholder engagement, providing transparent and accurate reporting to maintain their trust and support
* Training in donor regulations, sub-award management or risk management

**Desirable**Education: * Advanced degree in International Development, Project Management, Business Administration, Finance, Humanitarian/Human Rights or other related field.
* Professional certifications such as Project Management (PMP, PMD Pro, PRINCE2) or Chartered Institute of Management Accounts (CIMA) or other Financial accounting qualification (e.g. ACCA) is highly desirable.
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| **Safeguarding** |
| We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse.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. |

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| **Diversity, Equity and Inclusion and Equal Opportunities**  |
| Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation.   We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.  Reasonable adjustments will be made should any candidate invited to interview require this.    |

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| **Version Control and Approval** |
| Version | Date | Author | Reviewer | Approver |
| 1 | 14 November 2024 | Kirsten Poole | Arun Silwal | Helen Wallis |