

Save the Children is the world's leading independent organisation for children. It is a dual mandate organization and focuses on development and emergency response. We are currently working in 120 countries around the world touching the lives of 125 million children. Our mission is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Save the Children has been working in Myanmar since 1995. Our programmes include Maternal and Child Health, Nutrition, HIV/AIDS, WASH, Education, Food Security and Livelihoods, Child Protection and Child Rights Governance and Humanitarian Responses in across the country.

Save the Children offers attractive salary including non-salary benefits which consists of paid medical benefits, various leave benefits, accident insurance, severance and other allowances.

For those who failed to mention or incorrectly mention the apply position title, Programme/Sector name and location in their applications, we will consider those as disqualify and we will not consider for short list.

We are currently inviting motivated and talented individuals to apply for Awards Manager based in Yangon, Head Office. Please see the following detailed information.

**SAVE THE CHILDREN INTERNATIONAL  
VACANCY ANNOUNCEMENT  
(FOR MYANMAR NATIONAL ONLY)  
ROLE PROFILE**

<b>TITLE: Awards Manager</b>	
<b>TEAM/PROGRAMME:</b> Myanmar Education Consortium (MEC)	<b>LOCATION:</b> Yangon, Head Office
<b>Number of Position:</b> 1 <b>Grade:</b> NAT- 2	<b>CONTRACT LENGTH:</b> Fixed Term
<b>CHILD SAFEGUARDING:</b>  Level 3: the role holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; ore because they are responsible for implementing the police checking/vetting process staff.	
<b>ROLE PURPOSE:</b>  This role will work collaboratively with Save the Children Awards team, partners and other departments of the MEC programme to ensure smooth management of the MEC awards portfolio and associated sub awards. The post holder will work with others to ensure that the MEC programme adheres to all its award management obligations internally within Save the Children and externally with donors. In the event of a major emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.	
<b>SCOPE OF ROLE:</b> <ul style="list-style-type: none"> <li>• <b>Reports to:</b> Partnership and Program Support Director (PPSD)</li> <li>• <b>Direct Reports:</b> None</li> <li>• <b>Budget Responsibilities:</b> None</li> <li>• <b>Role Dimensions:</b> The role holder requires strong leadership and decision making on the high risk portfolio. Involves extensive internal and external communications and coordination.</li> </ul>	

## **KEY AREAS OF ACCOUNTABILITY:**

### **Award Management**

- Ensure that award management systems and processes are successfully implemented across the life of award, and that key controls are in place to support effective management of the award portfolio and compliance with the donor requirements.
- Develop positive working relationships and maintain effective communications across the MEC team, partners, and with Save the Children Awards team, being responsive to stakeholders needs.
- Provide regular management information to the Partnership and Program Support Director on the performance of the allocated portfolio, highlighting critical risks

### **Partner Assessments and Agreements**

- Lead process of organisational assessments of Partners as per SCI Awards Management procedures
- In coordination with Heads of Programme draft Partner Agreements/MOUs with relevant Annexes and take through signing processes
- Work with relevant staff to ensure relevant donor requirements are effectively communicated and understood by implementing partners.
- Contribute to Capacity Building of Partners as required and identified in Assessments.
- Represent SCI to partners as required eg in contract negotiations during life of Award
- Ensure all key documents are filed accordingly

### **Award agreement**

- Liaise with the donor/Member for clarification and confirmation of final budget figures, payment schedules and narrative/financial reporting dates. Documentation of agreements to be captured on AMS and filed accordingly
- Create Donor Reporting Codes (DRCs) on AMS
- Work with Finance team to support/advise them on DEA Code assignment and communication with field offices on allocated budget.
- Review Fund Summaries produced from AMS, checking for consistency and quality of information and summarise in writing, key reporting and compliance requirements including potential issues for Award Kick Off Meetings.
- Coordinate with respective budget holders and finance in order to ensure budgets are correctly allocated and aligned.
- Coordinate processes related to change requests, amendments etc on awards as required.

### **Regular Award Reviews and Donor Reporting**

- Provide leadership for overall award monitoring processes and ensure effective support to partners and SMT.
- Support partnership team to coordinate the process for financial and narrative reports through circulation of timely reminders to partners.
- Coordinate the submission of donor reports ensuring consistency between narrative and financial reports and that they meet quality standards
- Highlight critical financial issues such as over/under spends to SMT and Budget Holders and collaborate with colleagues to identify responsive solutions. Prepare donor amendments/waivers/derogations as required.
- Provide technical support to partners and Budget Holders on Monitoring issues and budget revising (if required).

- Monitor the Award Payment Schedules and Income Requests for respective donors, working closely with finance to ensure this done in a timely manner. Submitting to donors as needed and maintaining AMS with up to date information.

**Donor compliance**

- Communicate and coordinate with Save the Children Member and donors to understand donor compliance requirements relating to award portfolio including budgeting and reporting, and ensure deadlines are met
- Plan and deliver training and capacity building related to SCI Awards Management/donor compliance as required
- Coordinate Close Out of Awards in a timely manner and in line with SCI and donor processes and procedures

**Award Management System (AMS)**

- Ensure that all opportunities, proposals, agreements and amendments with donors are processed and approved through AMS in a timely fashion.
- Ensure all AMS records are an accurate reflection of current award status at all times, and have all required documentation attached.
- Ensure all partners and sub-award agreements are input into and approved through AMS.

**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, EXPERIENCE AND SKILLS :**

- A degree in International Development, Business Administration or Finance
- Proven track record of in-country award portfolio management and experience of grant/contract management & sub agreements with knowledge of major funders' guidelines (e.g. USAID, FCDO, EU, DFAT, UNOPS etc.)
- Experience of communicating with impact in a complex stakeholder environment
- Excellent interpersonal and English communication skills including influencing and negotiation
- Strong financial skills and experience in budget development
- Good attention to detail and analytical skills
- Patient, adaptable, flexible, able to improvise and remain responsive and communicate clearly and effectively under pressure
- Excellent planning, management and coordination skills, with the ability to organise a workload comprised of varying and changing tasks and responsibilities and work under pressure
- Computer literate (i.e. Word, advanced Excel, Outlook, financial systems).
- Willingness to travel to regional/field offices and work in difficult environment according to travel requirements
- Highly developed cultural awareness and ability
- Commitment to and understanding of Save the Children's aims, values and principles.
- Willingness and capability to comply with all relevant Save the Children policies and procedures with respect to health and safety, security, equal opportunities and other relevant policies, including the Child Safeguarding Policy

**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.

**For External Candidates:**

<https://stcuk.taleo.net/careersection/ex/jobdetail.ftl?job=21000537&tz=GMT%2B06%3A30&tzname=Asia%2FRangoon>

**For Internal Candidates:**

<https://stcuk.taleo.net/careersection/in/jobdetail.ftl?job=21000537&tz=GMT%2B06%3A30&tzname=Asia%2FRangoon>

**Closing Date : 29<sup>th</sup> July 2021**

**User Guide for Applicants at SCI:**

[https://myanmar.savethechildren.net/sites/stcico.myanmar.savethechildren.net/files/taleo\\_applicants\\_user\\_guide.pdf](https://myanmar.savethechildren.net/sites/stcico.myanmar.savethechildren.net/files/taleo_applicants_user_guide.pdf)

**Candidates are also requested to mention in the applications if there is, blood/marriage relationships with the existing Save the Children employees. No requirement of photo or copy of certificates and only short-listed candidates will be contacted.**

**Remark:** For those who failed to mention or incorrectly mention the apply position title, Programme/Sector name and location in their applications, we will consider those as disqualify and we will not consider for short list.