

**MYANMAR EDUCATION CONSORTIUM
VACANCY ANNOUNCEMENT
JOB PROFILE**

TITLE: Programme Operations Director	
TEAM/PROGRAMME: Education Consortium	LOCATION: Myanmar, Thailand or Home-Based within the Asia Region
GRADE: INT Tier 3	CONTRACT LENGTH: Fixed-term (2 years)
<p>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.</p>	
<p>ROLE PURPOSE:</p> <p>As a multi-donor funded programme, the consortium partners with selected ethnic and monastic education providers to strengthen their capacity to deliver and sustain good quality learning opportunities for children considered to be hard-to-reach in Myanmar. Applying a ‘systems-strengthening’ approach, the programme provides funding, coordination, technical assistance and research across different complementary education systems to promote continuous improvement of education services. The programme works with its partners, established education providers, to place an emphasis on developing the quality and inclusivity of education in Myanmar, including improved learning outcomes; and with a broader range of diverse stakeholders to address key barriers for the achievement of equitable education. In line with its current 2021-25 programme strategy, the overall aim for the programme is that hard-to-reach children access education services that meet their learning and well-being needs.</p> <p>In response to the expansion of the programme, a new position of Programme Operations Director has been created. Under the overall leadership and direction of the consortium’s Director, the POD will play a key role in contributing to the strategy and direction of the programme as well as in leading and managing the programme operations department (including operations & admin, awards (grant management) and planning & coordination). S/he will lead a strong, high performing team, ensuring clear-cut roles and functions, working effectively with relevant key teams on all important programmatic, organisational and operational matters.</p> <p>The Programme Operations Director will contribute to the overall strategic direction and implementation of the consortium’s activities in line with the Programme Strategy. S/he will provide technical and managerial oversight and capacity development support to the PO team, and be a member of the consortium’s Senior Leadership Team, working in close collaboration with the Directors of Education, Partnership & Programme Support (PPS), Evidence & Information Management (EIM) and Strategy, Policy, Planning and Learning (SPPL) to provide leadership and strategic direction to the full consortium team (comprised of 69 positions) and ensure that the programme’s approx. \$18 million/year budget is efficiently and effectively managed.</p> <p>The role requires excellent skills and experience in people management, planning, grant management, implementing effective support services, and a sound understanding of working in partnership with local organisations.</p>	

SCOPE OF ROLE:

Reports to: Director of the Education Consortium

Staff reporting to this post: 1 Awards & Compliance Manager, 1 Operations Manager, 1 Planning & Coordination Lead and 1 Assistant

The Programme Operations Director plays a key role in contributing to the strategy and direction of the programme, as well as in leading and managing the Programme Operations team within the consortium's team structure under the overall leadership and direction of the consortium's Director.

KEY AREAS OF ACCOUNTABILITY:

Leadership and Representation

- Lead a high performing team, ensuring timely and high-quality delivery of team activities and supporting collaborative cross-team working;
- As a member of the programme's Senior Leadership Team (SLT) and Senior Management team (SMT), help ensure that all plans and interventions are aligned with the overall programme strategy in support of effective and sustainable ethnic and monastic education systems strengthening in Myanmar;
- Deputise for the Director of the consortium, as needed;
- Engage with donors and relevant Save the Children counterparts.

Programme Implementation Management

- Oversight of overall programme planning (Detailed Implementation Plans and Annual Operating Plans), implementation, progress monitoring and report planning (internal analysis and review), ensuring the programme is implemented to high quality standards and on time, including supporting team members to use structured project management tools, including workplans, procurement plans, and phased budget plans.
- Oversight of programme budget; in coordination with Finance, oversees master budget & spend/variance monitoring, ensuring that programme resources are planned for and used efficiently and effectively;
- Works closely with the other Directors to ensure quality monitoring and data analysis are used to inform management oversight, project management and reporting.

Awards, risk & compliance

- Responsible for ensuring the programme adheres to the donor compliance requirements of the programme's 4 donors (USAID, DFAT, FCDO & Finland MOFA) and maintains strong relationships with donors;
- Ensures programme delivery of quality and timely donor deliverables (AOP, reports, sub-contract/sub-award approval requests, waiver requests, audit reports, accrual reports, etc);
- Ensures partnership agreements and associated amendments are prepared and managed in accordance with Save the Children's awards management processes;
- Ensures effective maintenance and management of the programme within the organisation's Award Management System;
- Oversight on team understanding of and adherence to policies & procedures and internal controls;
- Manages the programme's overall risk management plan, ensuring that risks are routinely monitored and mitigation measures implemented;
- Engages with the Partnership & Programme Support team to ensure partner risk management plans are supported and feed into the overall programme risk register.

Team Management

- Ensure the team work plan, budget and monthly partner engagement plans are effectively and appropriately designed, delivered, and monitored;
- Ensure the delivery of quality, timely reports;
- Directly manage 4 staff, and oversee their management of the other team members, including supervising, motivating and supporting the team’s professional development;
- Ensure the effective use of the Performance Management System including the establishment of relevant tasks and clear, measurable objectives and on-going feedback, apart from regular periodic transparent performance reviews and evaluations, including necessary corrective action if required, in line with SCI policy.
- Support the team to strategize and systematically prioritise and plan in order to deliver tasks in a timely manner;
- Provide mentorship support to other leadership and management roles, as requested;
- Encourage a team culture and partnership approach based on sharing, learning and creativity.

Operational efficiency & organisational effectiveness:

- Oversees and provides quality support and guidance to procurement of goods and services through supply chain functions, ensuring timely and cost-effective delivery;
- Responsible for (and manages) the programme’s support services (supply chain and admin) function, ensuring effective interface between programme teams and support functions;
- Draw on staff and partner inputs to inform management information, oversight and decision-making;
- Enhances coordination and shared planning across functions and teams;
- Responsible for annual planning and oversight of report planning (including managing scheduling and consolidation of inputs from across departments);
- Ensures effective ways of working and clearly defined and communicated accountabilities and core business processes;
- Ensure staff well-being is prioritised and effectively supported;
- Responsible for ensuring fit-for-purpose organizational structure and continuous improvement;
- Manage team learning and development initiatives, ensuring all team members are able to progress in line with their personal and professional development goals;
- Responsible for HR support, including duty of care oversight, promoting organizational health and a productive and collaborative work environment (including IT support);
- Responsible for (and manages oversight of) staff safety and security, including digital security.

Cross-Cutting Responsibilities

- Contribute to specific and contextual guidance to ensure that the safeguarding of children is incorporated into MEC strategies and children are protected from exploitation, increased vulnerability, or any form of harm or indignity;
- Ensure that all programme operations activities take Gender Equality, Disability and Social Inclusion into consideration in line with the programme’s GEDSI Strategy & Guidelines, and aim to strengthen internal as well as partners’ capacity to generate and use GEDSI-related data to inform programme design and implementation plans;
- Ensure that the programme’s Partnership Principles and Management Guidelines are maintained and supported.

General

- Promote and support a strong collaborative team culture;
- Additional responsibilities as assigned and agreed with the consortium’s Director.

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

Qualifications

- Master's degree (or higher) in areas of International Development Studies, International Relations or relevant social sciences / management field or equivalent qualifications through work experience;
- Minimum of 10 years of experience within the development and/or humanitarian sector, working in programme management roles, including at least 7 years in programmatic leadership levels;
- Excellent proficiency in spoken and written English.

Skills and Experience

- Excellent leadership, people management, interpersonal and negotiation skills and a demonstrated ability to develop diverse, harmonious and impactful teams and maintain good collaboration with partners, donors and other peers in a sensitive environment;
- Proven success in building and managing a diverse team and dedication to developing staff capacity through training, supervising, coaching, and mentoring;
- Excellent budget and award management skills
- Experience managing a diverse range of donor agreements, especially experience in managing large scale programmes with high value budgets, including funding from US, UK, Europe and Australia;
- Solid project management skills with a proven history of delivering results;
- Demonstrable analytical and problem-solving skills and experience in solving complex issues through analysis, defining, and planning a clear way forward and ensuring buy-in;
- Ability to prioritize and meet deadlines in a challenging environment while remaining flexible to adapt to changing needs;
- Highly developed cultural awareness and ability to work well with people from diverse backgrounds and cultures;
- Ability to work independently and as a team;
- Experience of leading programmes working in partnerships with local NGOs;
- Strong, self-motivated remote-working and management abilities;
- Willingness to travel to field sites;
- Commitment to and understanding of the organisation and programme's aims, values and principles.

Desirable

- Experience managing US government funding;
- Experience in education programming;
- Experience working in Myanmar;
- Ability to speak Myanmar language and/or another ethnic Myanmar language.

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. Women, people with disabilities and people from Myanmar's minority ethnic groups are particularly encouraged to apply.

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.

Application should be sent to: recruitment@myanmareducationconsortium.org