

TERMS OF REFERENCE

POSITION	Regional Portfolio Manager
AREA	International Programs/Programme Development and Management
REFERS TO	Sub Saharan Africa Lead
CONTRACT TYPE	Co.co.co. (contratto di collaborazione coordinata e continuativa)
DURATION	12 months
ANNUAL GROSS SALARY	30.000 - 33.000 €
SAFEGUARDING LEVEL	3

INTRODUCTION TO SAVE THE CHILDREN

Save the Children is the world's leading independent organization for children.

OUR VISION is a world in which every child attains the right to survival, protection, development and participation.

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 Italia (SC IT) was created as an ONLUS in 1998 and is now a prominent member of Save the Children International.

SAVE THE CHILDREN'S VALUES

ACCOUNTABILITY: We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children.

AMBITION: We are demanding of ourselves and our colleagues, set high goals and are committed to improving the quality of everything we do for children.

COLLABORATION: We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children.

CREATIVITY: We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children.

INTEGRITY: We aspire to live to the highest standards of personal honesty and behavior; we never compromise our reputation and always act in the best interests of children.

To finance our work, we depend on the support of the general public, volunteers, the corporate sector, governments and international donor agencies.

CHILD SAFEGUARDING POLICY

At Save the Children Italy we are committed to the safeguarding and protection of children in our work. Save the Children believes that a child or young person should never experience abuse of any kind. We have a responsibility to work in a way that promotes the welfare of children and protects them from harm. Our Organization has a zero tolerance approach to any harm to or exploitation of a child by any of our staff, representatives or partners. Save the Children expects the highest standards of behavior from all its staff when dealing with children. Those who are representing Save the Children must adhere to the Child Safeguarding Policy, both in their private and professional lives

Save the Children Italy will do everything possible to ensure that only those who are suitable to work with children are recruited to work for us.

JOB PURPOSE

As member of the Programmes Management and Development area, the Regional Portfolio Manager (RPM) **leads**, under the supervision of his/her referent, **the development, management and oversight of the assigned portfolio.**

Within the specific geographic focus, the RPM has a key role in:

- Portfolio Development and management
- Awards management and Financial monitoring.

RESPONSIBILITIES

Portfolio development and management

- Leads on the oversight of the Portfolio for the allocated Countries, and acts as primal focal point for the Country Office (CO)/Member Senior Management Team (SMT) on portfolio management and development.
- In coordination with the Regional Portfolio Lead, he/she supports the business development and engagement with institutional and private donors.
- Ensures opportunities are aligned and are supporting Regional and COs programme priorities and needs.
- In processes where this is required, appraises and approves project proposals, in coordination with technical and proposal development staff as appropriate.
- Has a key role in the identification and set up of relevant partnerships for programmes in the region, in coordination with the New Business Development and Grants team where relevant.
- Monitors progress of SC Italy funded projects, providing input/advice to implementation teams in Country offices and to the SMT.
- Inputs into risk assessment process.
- Coordinates with other departments (Coms, Marketing, Domestic Program) on ad hoc projects.
- Supports the identification of good practices and innovative approaches, supports their mainstreaming into project development and management.
- Carries out analysis of funding opportunities and contributes to internal Go/No-Go Decision making processes.

Award and Financial Management

- Responsible for all the administrative processes and tasks linked to the creating, monitoring and close out of awards.
- Responsible for the Awards Management Procedures and Awards Management system (AMS) of the relevant geographic Portfolio.
- Ensures general compliance with Donor requirements (no financial specific), SC Italy internal and SCI standards in coordination with the Grants Unit, and provides advice/support to COs.
- Responsible for project budgets monitoring, including monitoring of budget variances and assessing amendments.
- Provides programmatic information to feed into production of content for advocacy, technical and content management teams.
- Responsible for the design, oversight and monitoring of SC Italy budget for the assigned geographic area.
- Supports the Regional Portfolio Lead in allocation and monitoring of sources of funds.
- Contributes to monitoring of country office KPIs, and contributes to the overall Award Management processes and systems.

QUALIFICATIONS AND EXPERIENCE



Save the Children

- At least 5 years of working experience in development cooperation/humanitarian aid, in a programme management related position
- At least 2 years working experience overseas in development cooperation/humanitarian aid sector
- Fluent in Italian and English
- Knowledge of French, Spanish or Portuguese is an asset
- Working experience in an HQ is an advantage;
- Comprehensive experience in proposal development and report writing;
- Experience in working with institutional donors and knowledge of EU/AICS or other Donor compliance;
- Proven experience in project cycle management and budget management

SOFT SKILLS

- Strong team player
- Able to work effectively with others towards the achievement of common objectives
- Capacity to engage with senior international staff on development and humanitarian issues
- Negotiation skills
- Capacity to relate to a different range of internal and external stakeholders
- Flexible and adaptable to changing context
- Pragmatic/solutions oriented/problem solver yet having strong analytical skills

OTHER

- Commitment to Save the Children values.

