

**SAVE THE CHILDREN
INTERNATIONAL PROGRAMMES
ROLE PROFILE**

TITLE: Technical Manager – Youth & Civil Society	
TEAM/PROGRAMME: Program Development and Quality (PDQ)	LOCATION: Amman, Jordan (with up to 40% travel) <i>Strong applicants based in other suitable locations where SC has presence in the MENA region will also be considered</i>
GRADE: TBC	
CHILD SAFEGUARDING: Level 3: the role 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 in country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.	
ROLE PURPOSE: The Technical Manager will ensure the effective technical oversight and operational management of a regional DANIDA-funded project “Al Bawsala” to strengthen civil society actors to promote young people’s voice and participation at local and regional level. This is a multi-location, multi-sector programme with a focus on youth and civil society strengthening. The program is regional in nature, and is implemented both directly and with local partners. The Technical Manager will ensure effective management and coordination of the project and achievement of project results and will provide technical support on Civil Society strengthening and adolescents/youth programming. The project is in its last year of implementation, with a possible extension. The Technical Manager will ensure a smooth completion of the current programme, as well as a smooth start-up of the new programme (if approved). The Technical Manager will maintain a coherent overview of implementation and performance against key indicators, monitor quality and budget. The Technical Manager will work closely with Country Offices, partners, civil society actors (CSAs) and youth groups.	
SCOPE OF ROLE: Reports to: Regional Senior Advisor – Adolescents and Youth Staff directly reporting to this post: Evidence and Learning Officer (dotted line) Dimensions: This is a role in a regional initiative that requires strong coordination and establishing strong links with civil society actors, as well as with Save the Children Country Offices. It requires a dedicated, experienced, highly motivated and flexible individual who can manage working at multiple levels and across the region, including working remotely and in fragile contexts.	
KEY AREAS OF ACCOUNTABILITY: Technical Management <ul style="list-style-type: none"> • Provide technical guidance and oversight in the development, implementation, monitoring and reporting of all activities under the programme • Work closely with youth groups, CSAs, Country Offices, partners, and academic institutions in all components of the programme • Coordinate and oversee the implementation of a small grants scheme for youth-led CSA initiatives, working closely with partners and Country Offices • Coordinate and support a capacity strengthening program for CSAs, including participatory action research and other research methodologies • Reach out to, establish and sustain links with youth-led CSAs and youth groups in the region • Support the participation and engagement of young people and youth groups in local, national and regional platforms • Coordinate regional learning exchanges, ensuring leadership and participation by youth-led groups and CSAs 	

DATE: FEBRUARY 2021

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- Ensure protection is mainstreamed in all interventions, risks are identified and mitigation measures are implemented
- Ensure gender equality is mainstreamed in all activities, and that the project is responsive to the specific needs and aspirations of female and male youth.
- Ensure conflict sensitivity and Do No Harm approaches are applied in all interventions. Coordinate conducting conflict analysis at different stages of the project.
- Support evidence generation to inform programming and advocacy
- Drive a strong learning agenda
- Engage with the regional interagency group on adolescents and youth, as a member of the Youth Advisory Group secretariat
- Ensure all activities are inclusive and participatory, and foster collaboration between different actors and stakeholders
- Work closely with the MEAL team to develop a solid monitoring and evaluation framework, and a robust learning agenda for the programme

Grant Management and reporting

- Ensure the production of a consolidated, evidence-based and high quality technical/narrative and financial reports
- Ensure adherence to all Save the Children reporting requirements
- Convene and lead regular remote coordination meeting between all project partners
- Lead on planning and implementation of all activities, including assessments, studies, capacity building initiatives, evidence and knowledge management, and dissemination activities
- Work with the MEAL and finance teams to establish effective monitoring systems, budget allocations and financial expenditure
- Develop and monitor workplans, contributing to effective programming and accountability to the donor
- Work closely with colleagues at the CO and RO to maintain an accurate and timely budget analysis of the whole grant detailed oversight of forecasting and financial performance, to support and ensure grant components forecast effectively

Communications and Co-ordination

- Provide regular updates to Save the Children in Denmark on progress, financial performance, early identification of any issues, and communicate any delivery support required.

Other duties

- Contribute to regional Team meetings and planning processes, internal initiatives and reporting requirements
- Demonstrate leadership and ensure compliance with Save the Children policies and practice with respect to child safeguarding, bullying and harassment, code of conduct, equal opportunities and other relevant policies and procedures.

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds oneself accountable for making decisions, managing resources efficiently, achieving results together with children 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 self and team, takes responsibility for own personal development and encourages team to do the same
- Widely shares personal vision for Save the Children, engages and motivates others

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Collaboration:

- Builds and maintains effective relationships, with own team, colleagues, members, donors and partners
- 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
- Always acts in the best interests of children

QUALIFICATIONS AND EXPERIENCE

Essential

- At least 5 years' demonstrated senior level experience leading on youth engagement initiatives
- Demonstrated technical knowledge of principles of youth engagement and civil society strengthening
- Demonstrated experience in programmes supporting civil society actors, with a focus on youth-led groups
- Strong knowledge of civil society in the Middle East and North Africa region
- Experience in coordinating advocacy initiatives, and engagement with duty bearers
- Strong coordination skills, with demonstrated experience in coordinating with and supporting civil society actors and youth groups in particular
- Ability to work with informal youth groups and a wide range of civil society actors in an inclusive manner
- Strong training and facilitation skills, particularly working with civil society actors and young people
- Significant programme management experience in an NGO, donor, government or consultancy environment
- Proven ability to manage regional programmes
- Experience in representing programme at a strategic level and engage with key stakeholders
- Self-motivated and results orientated
- Understanding and commitment to the localization agenda
- Excellent oral and written communication skills in Arabic and English
- Commitment to and understanding of Save the Children's aims, values and principles including rights-based approaches

Added advantage

- Experience working on violence prevention in the MENA region
- Experience working on climate change
- Experience on mixed migration and peacebuilding
- Experience overseeing evidence generation and research initiatives
- Experience managing small grants schemes
- Experience of working on DANIDA-funded programmes, particularly in dynamic environments requiring flexibility in programme implementation
- Post-graduate degree in international development or other social sciences