

**SAVE THE CHILDREN
INTERNATIONAL PROGRAMS
ROLE PROFILE**

TITLE: Awards Management & Donor Compliance Coordinator	
REPORTS TO: Awards and Partnership Manager	LOCATION: Kigali
GRADE: 3	TYPE OF CONTRACT: Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> <i>(double click over the relevant box and select 'checked' to insert a cross)</i>
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 purpose of this post is supporting the Award Management & Partnership Manager in the Rwanda & Burundi CO in the planning, securing and managing of both development and humanitarian awards. The position plays a lead role in award information management and shares and coordinates information across departments. Under the direction of an Awards Lead, the Award Management and Donor Compliance (AMDC) Coordinator will be responsible for ensuring that the SCI programme adheres to all its award management obligations internally within Save the Children and externally with donors. This will include financial and narrative reporting relating to donor awards and data quality in the Award Management System. This position is specifically responsible for assigned awards and will ensure compliance with financial and administrative requirements, donor-specific requirements and to make recommendations for improvements. Coordinating the implementation along the award cycle by communicating award cycle events, and ensure their documentation This role will work closely with Program Implementation/ Operations, PDQ and Finance on proposals, financial and narrative reporting, monitoring and analysis, and compliance processes. In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.	
KEY AREAS OF ACCOUNTABILITY: <i>Developing self and others; Working effectively with others</i> <ul style="list-style-type: none"> Build relationships with other teams to support the resolution of issues and coordination of deliverables i.e. reports Support the delivery of capacity building to other teams in the CO and to Partner organisations Build relationships with the other departments, Field Offices and support in the escalation of issues if required <i>Communicating with impact, negotiation and coordination</i> <ul style="list-style-type: none"> Engage with and coordinate across multiple stakeholder groups to support the development of high-quality proposals, as assigned on the Proposal Development Plan Support the development of high-quality proposals ensuring various SCI Awards Management Processes are observed and communicated through planning and coordination with PDQ, Finance, and other teams Coordinate and review donor reports including adequate planning to ensure deadlines are met Communicate and coordinate with Member contacts to understand and record any changes related to donor compliance requirements and reporting dates and also with Donor on behalf of the Funding Offices 	

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- Facilitate award kick-off meetings, including a focus on donor requirements and ensure these occur at the start of each award

Compliance (systems, processes, donor)

- Understanding of SCI processes and other key donor requirements and communication and adherence to these
- Understanding of the Award Management System (AMS) and reporting functions, and ensure AMS is up to date to drive data quality
- Accountable for driving AMS data completeness and quality for relevant awards
- Support kick off meetings led by the Award Manager and the communication of compliance requirements across the CO

Monitoring and analysis

- Critical review of proposal budgets to identify budget lines for review or omitted costs using the SCI proposal review checklist in the awards manual
- Work with Operations team and budget holders to develop budgets noting awards risks proactive mitigations are budgeted
- Financial analysis skills to perform award monitoring processes, highlight financial issues to Overseers and Budget Holders and perform further analysis to resolve issues identified
- Understanding of DRC budget codes and ability to work with the Program team to determine the appropriate structure
- Knowledge of donor budgeting formats to support budget holder understanding
- Tracks and maintains routine AM tasks
- Monitors award and donor compliance management risks in order to inform current and future portfolio management;
- Ensure input and follow -up of the Awards Review Issues' tracker

Portfolio management and strategy

- Support AMDC Manager to perform portfolio level monitoring and analysis and follow up issues identified and resolve these
- Produce management reports and escalate identified portfolio issues in a timely manner
- Support Award Manager on the regular award review processes on designated awards
- Contributes to the strategic direction of the award management unit through the implementation of the annual plan.
- ensure compliant award reviews across assigned portfolio through award management processes & tools, financial reporting tools and donor requirements to
- Effectively communicate information to the line manager on the performance of the assigned portfolio
- Proactively identifies issues in allocated award portfolio and applies problem solving skills to resolve these and/or escalate as needed, Understanding the escalation path for identified portfolio issues
- Support your line manager to develop action plans which address issues highlighted by KPI and AM/donor compliance performance monitoring indicators and implement the actions
- Perform award-level monitoring and provides proactive follow-up to address and resolve identified issues
- Runs and interpret reports from AMS in support of the AM team with monitoring of the Award Portfolio

Award Setup & Close out

- Coordinate the Awards Set up, with Member, Finance, PRIME, Supply Chain, HR and team and systems
- Champion award close out processes

Support department roles

- Assist on the CO's achievement of KPI targets related to Awards function
- Assist with development of an improvement plan for the CO's Right the First Time Indicators
- Assist on the timely submission of all reports to members.
- Assist with partnership management functions

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- Support on fraud investigations if assigned a case.
- Sample and review financial and other awards supporting document to check for donor compliance
- And any other roles assigned in the department

General:

- Comply with Save the Children policies and practice with respect to child safeguarding, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.

COMPETENCIES FOR THIS ROLE:

1. Problem Solving and Decision Making:

Takes effective, considered and timely decisions by gathering and evaluating relevant information from within or outside the organisation.

Level required: Accomplished

2. Networking:

Builds and uses sustainable relationships and networks to support the work of Save the Children with their team, colleagues, Members and external partners and supporters

Level required: Accomplished

3. Communicating with Impact:

Communicates clearly and confidently with others to engage and influence; promotes dialogue and ensures timely and appropriate messages, building confidence and trust

Level required: Accomplished

4. Applying Technical and professional Expertise:

Applies the required technical and professional expertise to the highest standards; promotes and shares best practice within and outside the organisation

Level required: Accomplished

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:

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- develops and encourages new and innovative solutions
- willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrity

EXPERIENCE AND SKILLS

- University degree in International Development, Business Administration or Finance
- Highly developed interpersonal and English communication skills including influencing, negotiation and coaching
- Experience managing grants, contracts & sub agreements with knowledge of major funders' guidelines (e.g. USAID, ECHO, DFID, SIDA, SIDA,EU etc.)
- Relevant experience managing donor funded projects with International NGO's particularly those addressing human/children's rights and those applying partnership approaches
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- Relevant experience in auditing firms minimum 3 years of experience is highly considered in auditing donor funded projects with International NGO's.
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- Strong analytical skills and strategic planning abilities. Computer literacy and excellent documentation skills are a must
- Ability to proactively identify issues and problem solving skills to address these
- Ability to establish and maintain conducive collegial relations and perform effectively as a member of a team
- Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures
- Excellent time management and planning capacity
- Availability and willingness to work extra hours during times of humanitarian responses

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.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

JD written by: Tendayi Washaya (Awards & Partnership Management)

Date:

Updated By:

Date:

Evaluated:

Date: