

**SAVE THE CHILDREN INTERNATIONAL  
ROLE PROFILE**

<b>TITLE:</b> Field Manager-Luang Prabang office (LBP office)	
<b>TEAM/PROGRAMME:</b> Programme Operations	<b>LOCATION:</b> Luang Prabang province
<b>GRADE:</b> 3	<b>CONTRACT LENGTH:</b> 1 years (possible to renew)
<p><b>CHILD SAFEGUARDING:</b></p> <p>Level 3: the post 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 country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
<p><b>ROLE PURPOSE:</b></p> <p>The field manager of the Luang Prabang office leads the vision and supports the Luang Prabang office in all administration and coordination to ensure a well-functioning in Luang Prabang office (administration, supply chain, finance, visitors and government relation), in line with Save the Children policies.</p> <p>The position holder will be the direct line manager of supply chain officer, finance officer, and senior MEAL officer in LBP. This field office manager will also responsible for being the key representative for Save the Children in the Luang Prabang office to all relevant meeting with government partners at the provincial and district level.</p> <p>In addition, the position holder plays a critical coordination role, bridging multiple stakeholders (programs, operations, government partners, development partners and visitors within the geographic area), supporting documentation and information sharing, and maintaining open lines of communication with senior colleagues in Vientiane office.</p> <p>Field office manager will work closely with the Director of Program Operation to make sure all support needed by the LBP office is timely provided. She or he is representing all the voices of LBP staff to make sure that their concerns or requests are raised with the head office in Vientiane. The key information should be shared regularly to make sure that staff receive up-to-date information.</p> <p>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.</p>	
<p><b>SCOPE OF ROLE:</b></p> <p><b>Reports to: Director of Program Operation</b>  <b>Staff reporting to this post: 3</b>  <b>Direct: Supply Chian &amp; Admin Coordinator, Snr Finance officer and Snr MEAL officer.</b></p>	

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### **Role Dimensions: (e.g., complexity, relationships, communication with stakeholders)**

It is required to work with a variety of stakeholders, both internal and external, to save the children. This includes Save the Children staff as LBP-based project managers and support functions to ensure that there is strong teamwork. The position holder is the direct supervisor for Senior MEAL, the Snr finance officer, and the supply chain & Admin Coordinator in LBP, but she or he also works closely with all project managers to ensure that projects and the support team work together strongly in LBP. This position will ensure that the coordination between the LBP office and the Vientiane office to make sure that all support needed by the LBP office is timely provided. She or he is responsible for being a representative for Save the Children based in LBP and for coordination with other government staff, development agencies such as UN agencies, NGOs, local CSOs, field visits.

### **KEY AREAS OF ACCOUNTABILITY:**

Ensure that the team in LBP fully understands and practices the Child Safeguarding Policy, the Code of Conduct, anti-fraud, and other country procedures and policies.

Making sure that the Child Safeguarding Policy is practiced in their work and personal lives, which includes reporting suspicions of child abuse.

#### **I. Line Manager**

- Provide leadership and manage team members, like the supply chain officer, finance officer, and senior MEAL officer, to define expectations, provide leadership and technical support and making sure that the support needs are provided timely.
- Ensure the recruitment, training, promotion, and team building of staff as appropriate through professional development opportunities. coaching, mentoring, review, and evaluations.
- Monitor the development and timely execution of work plans.
- Encourage a culture of learning, creativity, innovation, and responsibility that achieves results and meets the needs of the beneficiary communities.
- Conducts quarterly participatory appraisals to assess performance and development of staffs under his/her supervision.

#### **2.Provincial office management**

- Making sure all administrative tasks are managed.
- Making sure the team meeting is organized regularly to make sure that the team has space for sharing, learning, and reflecting.
- Making sure that the voice of staff is heard and take consideration to address or present to the country office.
- Working closely with project managers and support functions to ensure that all activity implementation plans from all projects are combined and shared monthly with all staff in the LBP office.
- Identified the need for supporting staff in the LBP office and seeking further support to make sure that the team gets support timely.

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- Be proactive in problem solving and conflict resolution for any issues or problems to ensure effective teamwork in the LBP office.
- Oversee the project implementation based on LBP to ensure that all project and support functions are working closely to get timely support from MEAL and support functions.
- We are working closely with the director of program operations to provide update and seek any further support timely.

### **3. Coordination and being a general representative of Save the Children in the LBP office.**

- Represent Save the Children externally at the provincial level and district level with the government and other stakeholders, partner organizations, etc.
- Attending any meeting that requires SCI to attend from the government sector, other NGOs, or local social society.
- Be the key person to coordinate with the government in relation to any issue or topic of SCI, such as MOU approval requests, kick-off meetings, close-out project meetings, field visits from donors, high-level visitors from Save the Children ARO, etc.
- Coordinate with government sectors related to the quarterly, six-month plan and meeting.
- Be the representative of the senior management team from Vientiane to attend the meeting in LBP when it is needed.
- Be the bridge of all internal effective coordination internally among the team members and between staff in LBP and Vientiane.
- Be well represented, save the children, to government partners, UN agencies, INGO, and social society.
- Effective coordination to make sure that saving the children has smooth coordination with all external stakeholders.
- Keep strong relationships with all co-partners and MOU partners.
- Be the key representative of Save the Children for outsiders who need any information from Save the Children in LBP.

### **4. Child Safeguarding**

- Support SMT to deliver on CO's child safeguarding objectives and to implement CSG local procedures.
- Ensuring that in the performance review and objective setting process of CSG for this position as well as all direct supervisees of this position.
- Provide support in managing serious concerns when it is needed.
- Ensure all team members and partners are trained and applying the Child Safeguarding Framework, Policy, and Pledge, according to the SCI Laos CSG roles and responsibilities.

### **5. Emergency respond**

- Be available in any emergency, such as by contributing to rapid assessment and emergency response.

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- Making sure that the team members in LBP respond to emergencies is one of their priorities.

**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**

- Relevant higher education (bachelor's or master's degree) qualifications and experience in education related development in Laos.

**EXPERIENCE AND SKILLS**

**Essential**

- Have at least five years of experience managing field offices for any development organization.
- Proven of strong experience working in partnership with a variety multiple stakeholders, work under pressure and tight deadlines, and manage multiple and competing priorities.
- Demonstrated team management and was able to provide leadership in team development and capacity building.
- Proven sound strategic thinking and planning skills, including the ability to think creatively and be innovative, set priorities, manage multiple work plans, and evaluate progress.

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- Skill in identifying problems and being proactive in problem solving and conflict resolution.
- proven mentoring, capacity-building, and coaching skills to support capacity-building within the team.
- Highly developed relationship-building, negotiation, interpersonal, and teamwork skills
- Strong English language skills (spoken and written) and report writing skills.

**Preferred**

- Strong skills in training and facilitation.
- Understand the local government culture and working environment.
- Understand the complexity of rural development with ethnic people.
- Significant experience with the Save the Children systems and procures or being local people will be preferable.

**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.

**Safeguarding our Staff:**

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy.

**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: Phounsy Phasavaeng**

**Date: 02 January 2024**

**JD agreed by:**

**Date:**

**Updated By: Manisavanh Vongsay**

**Date: 26 January 2024**

**Evaluated:**

**Date:**

*Save the Children invests in childhood – every day, in times of crisis and for our future. In the United States and around the world, we are dedicated to ensuring every child has the best chance for success. Our pioneering programs give children a healthy start, the opportunity to learn and protection from harm. Our advocacy efforts provide a voice for children who cannot speak for themselves. As the leading expert on children, we inspire and achieve lasting impact for millions of the world's most vulnerable girls and boys. By transforming children's lives now, we change the course of their future and ours.*

*Save the Children is committed to conducting its programs in a manner that is safe for the children it serves and to helping protect the children with whom Save the Children is in*

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*contact. As a humanitarian agency, Save the Children is obliged to create and maintain an environment that aims to prevent the sexual exploitation and abuse of children and promote the implementation of its child safeguarding policy. All representatives of Save the Children – employees, volunteers, interns, consultants, Board members and others who work with children on Save the Children’s behalf – are expected to conduct themselves in a manner consistent with this commitment and obligation.*

*Save the Children provides an attractive benefits package including competitive salaries, a matching retirement plan, health and welfare benefits, life insurance, an employee assistance program, generous time off and much more. We provide equal employment opportunities (EEO) to all employees and qualified applicants for employment without regard to race, color, religion, gender, ancestry, sexual orientation, national origin, age, handicap, disability, marital status, or status as a veteran. Save the Children complies with all applicable laws.*