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| **ROLE PROFILE: Senior Operations & Project Management Officer, WCA** | A black background with a black square  Description automatically generated with medium confidence |
| Position Title:  | SENIOR OPERATIONS & PROJECT MANAGEMENT OFFICER, WCA |
| Position ID: | 476 |

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| **Team** | Global Programme Risk, Delivery & Performance | **Grade** | P2 |
| **Reports To (Title)** | Senior Programme Operations Lead, WCA | **Contract Length** | Fixed Term Contract (Maternity Cover until 7th of December 2025) |
| **Location** | WCA - Any existing SCI office location in the WCA Region | **Time-zone** | Europe, WCA, ESA, MENAEE Time Zones (UTC/GMT + / - 3 hours |
| **Languages** | English; French | **Headcount** | 1 |

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| **Team and Job Purpose** |
| **Team purpose**The Programme Risk, Delivery and Performance team ensures that programme risks are systematically assessed, mitigated, and monitored in collaboration with relevant stakeholders. Additionally, through regional business partners, the team provides the first line of support to Country Offices, ensuring that programmes are delivered on time, with quality, and within budget, in accordance with the project management methodology (PMM). The team enhances programme delivery and performance by using relevant metrics, including those from the PRIME system, to guide decision-making and maintain accountability.**Role purpose**To support the successful implementation of project management practices within the organisation, the Project Management Senior Officer facilitates the adoption of project management methodology and systems including PRIME, ensuring cohesive performance monitoring across Country Offices. In addition, this role provides broader operational support to the Asia region. This role is crucial in empowering and building the capacity of teams through targeted tailored training initiatives, supporting the organisation's ambition to deliver impactful results for children in alignment with the global plans. The role holder will work closely with the Senior Programme Operations Lead, Asia and the Learning & Capability Development Lead, contributing to global initiatives along with relevant stakeholders. |

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| **Principal Accountabilities** |
| * PMM and PRIME Adoption: Working closely with the PRIME roles in AMDC, support and monitor the adoption of Save the Children’s Project Management Methodology (PMM) and PRIME system in countries, ensuring alignment with proposal design.
* Programme Operations: Working closely with the Senior Programme Operations Lead, provide targeted operational support to Country Offices on programmes delivery and performance.
* Training and Capacity Building: Work closely with country teams to identify training needs and support the delivery of adequate Project Management capacity strengthening initiatives.
* Community of Practice: Lead and manage the Regional Project Management Community of Practice (CoP), facilitating collaboration, learning, and sharing of best practices.
* Reporting and Performance Monitoring: Regularly monitor and report on the adoption of PMM and PRIME, providing input on Project Management performance to global and country leadership teams.
* Continuous Improvement: Support the continuous improvement of PMM tools and PRIME system, acting as a key communicator between global Project Management roles (inc. PRIME SMEs) and Country Offices.
* Global initiatives: Contribute to global initiatives related to programme operations and Project Management, such as PRIME system enhancements, guidance review, content etc.
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| **Budget** |
| None |

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| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: NoneManager of a team: NoTeam Manager (manager of multiple teams): No |

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| **Size of Remit** |
| Regional Remit - WCA |

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| **Travel Requirements** |
| International travel required: YesPercentage of required for travel: 20% |

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| **Key Relationships** |
| **Internal** (excluding direct team and manager)* Global: Programme Operations, PRIME SMEs in AMDC, Learning & Capability Development Lead
* COs: Project Managers; Ops and PDQ teams; Supply Chain; MEAL; Finance

**External*** Peer Organizations
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| **Competencies** |
| Cluster: LeadingCompetency: Leading and Inspiring OthersLevel: SkilledBehavioural Indicator: Demonstrates personal integrity by using their position responsibly and fairly.Cluster: LeadingCompetency: Developing Self and OthersLevel: SkilledBehavioural Indicator: Seeks out feedback to understand areas most in need of improvement.Cluster: ThinkingCompetency: Problem Solving and Decision MakingLevel: AccomplishedBehavioural Indicator: Uses data and evidence to drive decision making for quality improvement.Cluster: ThinkingCompetency: Innovating and AdaptingLevel: AccomplishedBehavioural Indicator: Openly talks about doing things and ways of working to drive improvements.Cluster: EngagingCompetency: Communicating with ImpactLevel: SkilledBehavioural Indicator: Actively listens and seeks to understand before being understood.Cluster: EngagingCompetency: NetworkingLevel: AccomplishedBehavioural Indicator: Participates effectively in sensitive, complex, and/or high-impact relationships and networks. |

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| **Experience and Skills** |
| **Essential** 1. Project Management Proficiency: Demonstrable knowledge of project management methodologies (e.g., PMM), tools, and systems including project lifecycle management, risk assessment, and budget management.
2. Training and Facilitation: Strong skills and demonstrable experience in materials design, training delivery and capacity building, with the ability to clearly convey complex concepts and adapt training styles to diverse audiences.
3. Community of Practice Management: Skills in developing and sustaining communities of practice, with a focus on collaboration, knowledge sharing, and best practice dissemination.
4. Analytical and Reporting: Competence in data analysis and interpretation, coupled with the ability to produce clear, comprehensive reports and presentations tailored to varied stakeholders.
5. Continuous Improvement: Proven ability to identify process improvements and drive the development and dissemination of better practices within project management frameworks.
6. Technological Proficiency: Familiarity with relevant software including PRIME, Microsoft Office Suite, any other project management software (e.g., MS Project, JIRA), and data analysis tools.
7. Adaptability and Problem-solving: Capacity to navigate and manage complex situations, respond to unforeseen challenges, and devise solutions that align with organisational values.
8. Communication and Engagement: Proficient in engaging and communicating effectively with a wide range of stakeholders both orally and in writing.

**Desirable*** Experience in learning platforms and technological tools such as Power BI, RISE, SharePoint and LMS.
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| **Education and Qualifications** |
| **Essential Education*** Bachelor’s degree in project management, International Development, Business Administration, or a related field.
* Certification in PMM and PRIME.

**Desirable*** Professional Certifications: Accreditation in Project Management methodologies such as Prince2, PMP, or PMD Pro is highly desirable.
* Master's degree in International Development; Project Management; Business Administration or related field.
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| **Safeguarding** |
| We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse.* 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.
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| **Diversity, Equity and Inclusion and Equal Opportunities**  |
| Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation.   We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.  Reasonable adjustments will be made should any candidate invited to interview require this.     |

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| **Version Control and Approval** |
| Version | Date | Author | Reviewer | Approver |
| 3 | 09.04.25 | Louise Dandy |  | Mohamed Dahir |