**UNICEF NEW ZEALAND**

**Position Description**

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| Position | International Programmes Manager |
| Reports to | *Head of International Development Programmes* |
| Location | Wellington |
| Term | Full time, permanent |

**About UNICEF**

UNICEF is the world’s leading children’s agency. We work in 190 countries to help children survive and thrive, providing clean water and sanitation, education, healthcare, nutrition, and child protection. We are mandated by the United Nations to advocate for the protection of children’s rights, to help meet their basic needs and to help them to reach their full potential. Our mission is to create a better world for every child. We believe every child must be given the chance to become a productive member of society and must have the right to be heard.

UNICEF New Zealand is one of 33 National Committees working to raise funds for UNICEF’s lifesaving work and to advocate for children’s rights and wellbeing. With offices in Wellington, Auckland and Christchurch, we are small team of staff working in the areas of fundraising, communications, child rights, and international program quality, design, and contract management.

**Our Purpose**

UNICEF is reaching more children with more than just a chance to survive; we are partnering with business, governments and communities so every child has what they need to thrive; to participate in creating their new world.

**Our Values**

**Whakamanakitanga**– We care

**Whakakaha** – We never give up

**Whakamāhī** - We get things done

**Whakapono** - We act with integrity

**Whakarongoā** - We listen, see, heal, reach out to you

**Role purpose**

The International Programmes Manager is one of a team responsible for managing UNICEF New Zealand international development and humanitarian assistance projects and programmes under the direction of the Head of International Development Programmes. This involves working with UNICEF country, regional and field offices, governments and development partners, preparing funding applications, including managing the project/programme design and budgeting process, and monitoring and reporting on those to UNICEF and New Zealand Aid Programme standards. The International Programmes Manager will report to the Head of International Development Programmes.

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| **Key responsibilities** | **Outcomes Required** |
| Develop applications for programme funding working with UNICEF regional and field offices, government and donors and UNICEF NZ fundraising staff. | * Design high-quality development programme proposals in the thematic areas (MFAT/major donors/corporate) and/or disaster response partnership applications. * Programmes meet MFAT Partnerships Fund / Disaster Response Partnership (DRP) criteria and guidelines and align with UNICEF NZ strategic objectives and the directly supported programmes effectiveness policy. * Develop high quality funding proposals to other major donors as required. * Review Programme design appraisal using UNICEF NZ design tool. * Support other team members in programme design process. * In depth analysis of final programme designs to ensure they meet specific requirements * Establish and maintain good relationships with NZ-based partners for international programmes. * Liaise with communications and fundraising teams to help secure matched funding. |
| Manage portfolio of international development programmes and related budgets. Monitor and manage donor / MFAT funded programmes according to UNICEF best practice and to donor / MFAT requirements | * Successful programme monitoring trips (up to 5 per year) with in-depth analysis of programme progress, addressing any issues and mitigation of risks * Ensure that MFAT funded programmes are managed in line with contractual requirements, including finance management, contract variations and budget reforecasts. * Develop and manage NZ Partner contracts and variations. Regular tracking and monitoring of deliverables. Finance management and contract variations * May be required for short deployments to Pacific Islands to support emergency responses. * Country visits made when necessary to establish partnerships, build relationships and monitor programmes. * High level of communication and relationship building required with UNICEF Field Office counterparts * Supporting the Country Office programme manager with MFAT meetings, documentation and partner liaison with NZ partners. * Programmes are reported on to agreed deadlines to donors including MFAT, or interim progress reports provided at required times. * Transcribe UNICEF Country Office finance expenditure reporting to MFAT standards * Tracking and managing NZ matched funds for programmes All funds received are managed and distributed in accordance with office and UNICEF protocols and contract requirements. * Ensure all policies, procedures and standards are in place and up to date, including safeguarding and Health and Safety * Input into International Programmes strategy development in your specialty thematic area * Input including your thematic area into MFAT Negotiated Partnership process. * Responsible for proactively identifying potential issues before they arise and putting in place processes for addressing these. * Escalate problems related to portfolio to Head of International Programmes, and for Executive team support as required. * Act as a support and critical friend to other International Programmes team member’s work. |
| Humanitarian response project management | * Working closely with Country Office counterparts to submit funding applications to MFAT for disaster response projects * Regular contact and updates from Country Office counterparts * Managing MFAT contract including variations * Early identification of changing response environment and needs * Managing matched funding requirements with the Fundraising staff * On call as required including weekends and holiday periods |
| In conjunction with line manager build and maintain strong relationships with key stakeholders including MFAT staff (country programme managers, fund managers, and sectoral heads), UNICEF Pacific Office and other field office staff, potential programme partners in the NZ academic and private sectors, other NGO staff in New Zealand. | * Manage MFAT relationship on their portfolio of work, including at MFAT High Commission or Thematic Areas * Regular communication with key MFAT staff and early involvement on programme proposals. * Focal point with UNICEF Country Office/Field Office sector heads as well as specialist staff in field office. * Ensure UNICEF Pacific (and other UNICEF field office) staff are aware of our information requirements and regular/quarterly programme updates and relationship meetings are scheduled. * Manage NZ Partners related to portfolio of work including contracts and variations. * Conflict resolution as required * Liaise and maintain relationship with the New Zealand Defence Force (NZDF) on operations and exercises both through the NDRF, MFAT and as UNICEF NZ rep. * Manage NZ visits from UNICEF Country Office staff, arrange meetings with MFAT and other key stakeholders |
| As agreed with line manager, represent UNICEF NZ at inter-agency meetings such as the CID Humanitarian Network Government meetings, aid fora and workshops. | * Active participation and representation at relevant sector-development forums/conferences/meetings and on committees including CID, MFAT, Partnerships Fund events. * Reporting back to wider UNICEF NZ colleagues and follow-up of agreed actions. * Coordinating / leading cross-agency initiatives where relevant |
| Thematic expertise shared with International Programmes Team and stakeholders | * Technical support provided to Country Office counterparts * Technical thematic input to programme appraisal, design and implementation * Technical input on thematic activities and/or queries * Present workshops on thematic area * Engage with global/regional UNICEF thematic networks * Engage regularly with UNICEF Australia thematic counterpart |
| As agreed with line manager participate in public speaking on the work of UNICEF to various groups such as schools, donors and Government partners. | * Talks given to key stakeholders as requested on UNICEF programmes |
| Policy reviews and updates | * Regular reviews and updates of programmes policies and identification of new policy requirements * Contribution to strengthening International Programmes processes and procedures as delegated by Head of International Programmes |
| Work with UNICEF NZ communications, fundraising and advocacy teams to promote programmes and children’s rights | * Provide regular updates to staff on key programme milestones * Prepare content for donor/public communications including newsletters, media releases, web pages and blogs. |
| Manage Volunteers, interns, consultants, and at time staff as delegated by Head of International Programmes. | * Manage workflow and monitor deliverables. * Assist with problem solving, upskilling and escalation as required. * Ensure partners (both international and in NZ) are able to deliver in line with best practice and meet contractual obligations including appropriate programme and risk management and finance procedures and implementation plans in place. |

**Working Relationships**

* Executive Director
* Head of International Development Programmes
* General Managers: Child Rights Programmes, Fundraising and Communications
* Communications Manager
* Philanthropy Manager
* CID Humanitarian Network and relevant NGOs
* MFAT – Pacific Development Group including relevant NZ High Commissions
* UNICEF Country Offices and Field Offices
* UNICEF Australia
* UNICEF Global/Regional Thematic Units E.g. Education/WASH

**Qualifications & Experience**

* Tertiary qualification required in education, public health, nutrition or water, sanitation and Hygiene Promotion (WASH), with preferred post-graduate qualification in International Development.
* At least two years international development field work experience managing and implementing projects is required.
* Experience in humanitarian contexts an advantage but not essential.
* Demonstrated experience in successful proposal writing and report writing in essential
* Previous experience working on MFAT-funded projects is preferred.
* Demonstrated sound understanding of development and humanitarian principles is essential.

**Skills & Capabilities**

* Ability to identify and design projects that meet UNICEF NZ and donor objectives and, where relevant, align with partner government national development plans and policies
* Strong relationship management skills and able to have challenging conversations without damaging the working relationship
* Excellent project management skills including contract management
* Strong written and verbal communications skills
* Ability to successfully work within a team environment
* Capacity to manage concurrent projects and meet deadlines
* Ability to analyze, interpret, and synthesize International development research and policy.
* Analytical thinker who is able to identify problems early and initiate iterative solutions or mitigations.

**Attributes**

* Detailed and accurate written skills
* Excellent communication skills
* Honesty and integrity
* Initiative and judgment
* Willingness to learn
* Willingness to take on tasks outside defined duties from time to time
* Work independently and co-operatively within a team

**As at 9 April 2020**