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| **TITLE:**  Humanitarian Officer, Portfolio Management, OHT |
| **TEAM/PROGRAMME:** Humanitarian | **LOCATION: UK (London or Remote) or any existing Save the Children International Regional or Country office Worldwide.** |
| **GRADE**: D1/4Junior-Mid level | **CONTRACT LENGTH:** 12 months  |
| **CHILD SAFEGUARDING:** 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. |
| **ROLE PURPOSE:** The Humanitarian Strategy and Delivery team leads the development of Save the Children’s humanitarian strategy and vision, whilst ensuring a strong operating platform for our global capacity and capability, including ensuring the rapid deployment of high-quality surge capacity in support of Save the Children’s humanitarian responses. Save the Children has reorganized our global humanitarian capacity and capability with the aim of increasing our alignment and improving how we function as One Humanitarian Team in order to deliver better for children affected by crisis, conflict and disaster. The reorganization has greatly increased the complexity of the centre humanitarian team’s funding portfolio and accelerated the need to diversify funding sources to ensure sufficient funding for critical global activities.The Portfolio Management Officer performs an essential function by providing high-quality and comprehensive portfolio management and administrative support to the Centre Humanitarian Team whilst ensuring resources and risks are effectively managed. |
| **SCOPE OF ROLE:** **Reports to:** Head, Portfolio Management**Staff reporting to this post:** n/a**Budget Responsibilities:** n/a**Role Dimensions**: Provide Portfolio Management support to the Centre Humanitarian Team (CHT). This includes a variety of financial, award portfolio, and administrative assistance to the team as well as supporting the development and implementation of processes and systems to ensure effective budget management and portfolio oversight.  |
| K**EY AREAS OF ACCOUNTABILITY :** * Provide coordination and operational support for portfolio management tasks, keeping teams updated on timelines, developments, and requirements.
	+ Support regular portfolio monitoring and maintenance of department portfolio and pipeline tracking tools for both restricted and unrestricted funding.
	+ Support the establishment and maintenance of CHT Award Management System (AMS) records to ensure proper coding and allocation across teams.
	+ Support the set-up of new codes in Agresso and AMS when new awards are activated.
	+ Support the Head of Portfolio Management in the roll out of a clear framework for master budget development, cost allocation, monitoring of award budgets, phasing and forecasting, ensuring alignment between the master budget and funding tracker in partnership with Finance Business Partners, budget holders, and CHT management.
	+ Support regular monitoring of the teams’ adherence to donor financial compliance requirements and timely reports submission with complete audit trail.
	+ Engage on some proposal process tasks. This may include supporting the coordination of funding opportunities, go/no-go decisions, and proposal development plans, where necessary.
* Point of contact and champion for Save the Children’s portfolio management processes, procedures, systems, and tools. Help troubleshoot issues related to portfolio management.
* Work collaboratively with finance and awards teams in Centre to promote full compliance with SCI policies and foster a broad understanding of OHT’s work and practices.
* Provide administrative support to team during onboarding processes, supporting the portfolio management orientation of new and transitioning team members.
* Support and manage internal knowledge management and reporting systems. Curate SharePoint and Workplace pages housing relevant key documents. Manage the Portfolio files and ensure easy access for team members.
	+ Support the development of management information relating to humanitarian funding portfolio.
	+ Develop communications and reports for CHT leadership, members, and other stakeholders.
* Proactively support and sometimes facilitate regular team meetings, workshops, teleconferences, and trainings and other organizational tasks as required. This may include drafting and copy-editing presentations, documents, and reports, coordinating and finalizing meeting agendas, scheduling, disseminating and compiling information with stakeholders/participants, notetaking, tracking and following up on action items, and communicating with participants (managing invites, RSVPs, registration among other functions.
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| **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 other stakeholders accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary support to improve performance when results are not achieved.

Ambition:* Sets ambitious and challenging goals for themselves, 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.
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| **QUALIFICATIONS** Degree level education preferable. |
| **EXPERIENCE AND SKILLS*** Previous experience in supporting portfolio operations and financial management in an international NGO environment.
* A strong results orientation, and evidence of having operated successfully in a ‘matrix’ organisation.
* Sound judgement and an ability to effectively prioritise multiple tasks in a constantly changing environment.
* Strong coordination and time management skills. Ability to plan ahead, anticipate requirements, problems and obstacles, juggle competing priorities successfully, and work effectively and calmly under pressure to tight deadlines.
* Ability to adopt a pro-active approach to problem solving working closely with senior colleagues as required and offering solutions as appropriate.
* Thorough – takes pride in delivering high quality work and gives a high level of attention to detail.
* Strong interpersonal, written and oral communication skills, fluent in English.
* Knowledge of the global humanitarian environment/context, program priorities, and sector wide initiatives.
* Self- motivated and ability to work autonomously.
* Commitment to the mission, vision and values of Save the Children.
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| **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: Silvia Tamassia** | **Date:** |
| **JD agreed by:** | **Date:** |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |