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VCCRP Project Management Unit (PMU)

Team Leader

Position Description

Reporting to:	Director-General (DG) for the Ministry of Climate Change and Save the Children Vanuatu Country Director	Work location:	Port Vila, Vanuatu
Accountability:	Project Steering Committee	Budget holder:	No
Team:	Pacific – Vanuatu	Direct reports:	Yes

Vanuatu Community-based Climate Resilience Project (VCCRP)

The Vanuatu Community-based Climate Resilience Project (VCCRP) is the largest community-based adaptation project ever delivered in the Pacific. Largely funded under the Green Climate Fund (GCF), it has been designed to reduce the climate-related vulnerabilities of communities across all 6 provinces of Vanuatu. It will increase communities’ resilience to climate variability, extremes and change and build the adaptive capacity required to ensure communities can maintain a good quality of life in the face of climate change. The project will do this by:

1. developing and implementing scalable, locally appropriate actions to meet immediate and future adaptation needs of communities,
2. strengthening and supporting government and civil society to facilitate local level adaptation,
3. facilitating dialogue between communities, government, civil society, and the private sector on ways to work together to address the challenges that climate change will continue to bring.

The VCCRP is a partnership between the Vanuatu Government through the Ministry of Climate Change Adaptation, Meteorology, Geo-Hazards, Energy, Environment and Disaster Management, and Save the Children Australia.

The project will be managed by a Program Management Unit (PMU) embedded into the Ministry of Climate Change’s (MoCC) Department of Climate Change (DoCC). Project activities will be delivered by Area Council and Provincial staff of the Ministry of Internal Affairs’ Department of Local Authorities (DLA), and they will be supported by technical project managers in the Ministry of Agriculture, Livestock, Forestry, Fisheries and Biosecurity’s Department of Agriculture and Rural Development (DARD) and Vanuatu Fisheries Department (VFD), the Ministry of Lands and Natural Resources’ Department of Water Resources (DoWR), and the Ministry of Justice and Community Services’ Department of Women’s Affairs (DWA). Save the Children (SC) Vanuatu will be a core partner supporting accessing the funds for this project from the Green Climate Fund (GCF) and supporting the delivery of activities in collaboration with the Ministry of Climate Change.

Role Purpose

The senior leadership position, PMU Team Leader, will lead the PMU located within the DoCC. The PMU is responsible for the day-to-day technical support and coordination between government ministries and departments at national, provincial and area council level to ensure project plans are implemented in line with



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project documents and in line with the compliance requirements of the GCF, Accredited Entity and Government of Vanuatu.

The PMU Team Leader will report to Director-General(DG) for the Ministry of Climate Change and Save the Children Vanuatu's Country Director. They will be responsible for overall project management, program risk management, coordination and engagement with all levels of government and broader project stakeholders. In leading the project and its team, the PMU Team Leader will guide, coordinate and manage the day-to-day work of the PMU in the areas of procurement, financial management and compliance, monitoring and evaluation, reporting, communication and technical advice.

Key Areas of Accountability

Team Leadership and Management

- Lead high quality, results orientated planning, implementation and reporting in compliance with donor, government and Save the Children agreements and procedures
- Provide strong leadership and supervision of the PMU
- Manage performance of the PMU including performance appraisals, coaching and development
- Facilitate the Project Steering Committee in a secretariat function
- Oversee recruitment of consultants and employees of the project
- Ensure development and effective operation of project Grievance Redress Mechanism
- Role model the values of the Government of Vanuatu, Save the Children, the Green Climate Fund (GCF) and promote values-based leadership

Project Management

- Act as the key focal point for the project and interface with the Government of Vanuatu, SC Vanuatu, SC Australia and other key implementing partners and stakeholders as required
- Monitor and manage the key risks associated with the delivery of the project including implementation of appropriate mitigation measures
- In consultation with relevant government departments and technical project managers, maintain an integrated implementation plan
- Lead the team to deliver the project on schedule and budget ensuring the project support functions (finance, human resources, procurement and administration) are working effectively and efficiently
- Ensure achievements of the VCCRP objectives as detailed in the project proposal and guidance, in line with GCF and SC guidelines
- Ensure close coordination between PMU, the Government of Vanuatu, SC Vanuatu and SC Australia

Project monitoring and reporting

- Provide oversight of the Monitoring and Evaluation (M&E) of the project
- Review and ensure, through the PMU Finance Manager, sound budget tracking and reporting against project expenditure and progress, ensuring donor compliance and accountability standards are met (including project audits when required)
- Review and ensure, through the M&E Manager and Communication Manager, the quality and consistency of all internal and external reports
- Ensure that project reporting and documentation meet donor quality standards and requirements, and are submitted on-time to the Project Steering Committee, other project stakeholders and the Accredited Entity (AE)
- Raise any critical issues or risks to the Technical Working Group and follow up on agreed actions

Stakeholder relationship management



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- Maintain strong relationships with the project partners, provincial and national government, other relevant stakeholders on the program
- Ensure all key stakeholders are kept appropriately informed of project progress and are provided with effective opportunities to provide input into project implementation
- Ensure and support regular communication with the heads of all the Government and Provincial departments for the effective, efficient and timely implementation of project activities
- Ensure the communications function is working effectively and that the project is well represented nationally and internationally

Health, safety, security, and risk management

- Be a role model for safety and security, including complying with all safety instructions and training given at the workplace
- Report all incidents, injuries and potential hazards in a timely manner
- Ensure full integration and responsibility for the Environmental and Social Assessment and Residual Risk Management Plan, including appropriate mitigation measures
- Ensure the project's Grievance Redress Mechanism is fit for purpose and functioning effectively at all times

Child protection and safeguarding requirements

- Maintain a safe and positive relationship at all times when working with children and young people
- Comply with the Child Safeguarding Code of Conduct and child safeguarding and protection policies and standards (click [here](#) to view further details)
- Respond to any concerns for the safety or wellbeing of a child or adult in accordance with internal reporting processes including the Grievance Redress Mechanism

Person Specification

Essential knowledge or experience

- At least 10 years' experience managing complex projects with multiple partners especially government agencies or line ministries
- Extensive experience in Vanuatu and the Pacific
- Previous experience as a Team Leader, Chief of Party or similar role for multilateral funded program
- Proven project management skills, including successfully delivering large-scale complex projects from initiation to completion with a focus on project mobilisation
- Demonstrated strategic planning skills including strong time management, administrative and organisational skills
- Demonstrated application of project management disciplines (including Agile)
- Outstanding problem-solving skills and innovation mindset supported by strong analytical capability
- Proven ability to develop and report on KPIs to measure the success of project management processes
- Experience operating within a complex environment and dealing with ambiguity
- High levels of behavioural flexibility and emotional intelligence
- Excellent ability to engage and influence others across all levels of the organisation, Government and other stakeholders
- Highly developed communication skills, written and verbal, and the ability to present information clearly and effectively to a wide range of internal and external audiences, including highly developed report writing skills
- The ability to effectively coordinate resources and drive outcomes
- Extensive knowledge in the fields of financial management, procurement management, and monitoring and evaluation
- A willingness to travel to provincial locations within Vanuatu



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Desirable knowledge or experience

- Knowledge of climate change and environmental management programming
- Experience of working in government, ideally in Vanuatu
- Experience of work in child centred organisations
- Knowledge of Bislama
- Knowledge of, or experience with the Green Climate Fund

Required qualifications and/or accreditations

- University education (Degree and preferably Masters levels) in International Development, Relations, Climate Change or related field
- Project management training or certification

Additional Information

- Any offer of employment will be subject to a satisfactory National Police Record Check and, where required, a Working with Children Check
- Employees must sign on to the project's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Flexible working will be required including regular out of office hours calls and frequent travel