



Where childhood thrives, war does not.

Position Title	Consortia Manager (Afghanistan) Afghanistan Consortium for Children's Education and Supporting Schooling (ACCESS)
Contract	International (12 months) Qualified and experienced Afghan nationals and women are strongly encouraged to apply
Location	Kabul, Afghanistan
Management responsibility	Consortium Finance & Grants Coordinator, implementation staff in the field and other staff
Reporting to	Head of Program Implementation
Key relationship	Internal: Country Director, Head of Finance, Head of Program Development, Reporting and Quality, Education Program Manager, Senior Education Coordinator, Associate Director International Program at the HQ External: Project Steering Committee (Country/ Executive Directors of the Consortia Partners Organizations, project staff of consortia partners)
Background	War Child Canada works with war-affected communities to help children reclaim their childhood through access to education, opportunity and justice. War Child Canada has over 15 years of experience working in communities in conflict and post-conflict zones. All work is implemented in direct partnership with local communities, local civil society organizations and other stakeholders using a child-centered approach to development. War Child Canada currently works in Afghanistan, Sudan, South Sudan, the Democratic Republic of Congo, Uganda, Jordan and Iraq, and is registered Canadian charity based in Toronto.
Context	War Child Canada's flagship Afghanistan program advances social impact in the lives of vulnerable children, women and their families through its Access to Education, Justice, and Opportunity program with child protection and gender integrated cross all program.
Position summary	The Consortia Manager will provide leadership to the Project Management Unit of the newly established ACCESS consortia responsible for implementation of the Education Cannot Wait (ECW)-funded education in emergencies project in two provinces Herat in the western region and Sur-e-Pul in the north. The Consortia Manager will be responsible for coordinating and facilitating the project implementation, and ensuring an integrated approach in project implementation among consortium partners in the achievement of project objectives. The Consortia Manager will be specifically responsible to timely implementation of the project activities, providing support for program quality, facilitating coordination meetings, monitoring and documenting best practices, cross-learning, downward accountability, and producing result based narrative reports. The Consortium Manager provides analysis and information to the

	consortium's steering committee for overall strategic direction.
Responsibilities	<p><u>Program Planning (15%)</u></p> <ol style="list-style-type: none"> 1) Assist the Head of Program Implementation, staff of the project management unit, and consortia partners to develop, review and update project workplan that is in line with the project proposal, results framework and budget 2) Develop new education initiatives to support the strategic direction of the project as well as War Child Canada's long-term strategy 3) Develop annual budgets and plans of action to support the program 4) Develop a program implementation framework to assess the strengths of the program and to identify areas for improvement 5) Develop capacity building plans for local partners as well as civil society organizations and local authorities to develop and strengthen their capacities in project management and sectoral / technical areas.
	<p><u>Program Implementation (30%)</u></p> <ol style="list-style-type: none"> 1) Responsible for the overall coordination of the project implementation and delegated responsibility for the delivery of high quality programming aligned with the project framework plan 2) Provide education technical guidance, oversee general quality, and ensure consistent quality implementation across partners and geographic areas, taking into due consideration specifics of the contexts in which the partners operate; 3) Ensure that standard operation procedures and modalities of implementation are harmonized among the consortium members and with national/provincial level policies; 4) Ensure all staff members receive orientation and appropriate training in accordance with organizational standards 5) Supervise project staff by providing direction, input and feedback 6) Communicate with partners and stakeholders to gain community support for the programs and to solicit input for improvement 7) Ensure that project activities comply with professional standards and War Child Canada's Code of Conduct and values 8) In close coordination with the Head of Program Development, Reporting and Quality participate in proposal development processes and ensure that all project progress in accordance with grant agreements, are completed on time, on budget and all deliverables are of high quality 9) Serve as overall budget holder for the project implementation.
	<p><u>Reporting (15%):</u></p> <ol style="list-style-type: none"> 1) Work with consortia partners and establish a system for monthly, quarterly and bi-annual/annual reporting structure –both financial and narrative. 2) Ensure preparation and submission of timely progress updates, high quality progress and financial reports/ donor reports – Manage reporting processes, including collection and consolidation of financial and narrative reports based on partner-level reporting inputs, and ensure that reports are submitted on time and in high quality to the donor.
	<p><u>Program Monitoring and Field Support (10%):</u></p> <ol style="list-style-type: none"> 1) Prepare program team's monthly and quarterly monitoring plans and ensure dissemination to relevant staff including the MEAL team 2) Receive monitoring reports from direct reports and provide timely input; ensure all monitoring visit reports are provided to MEAL team 3) Conduct quarterly field monitoring reports including visits to partners and ensure timely support are extended to local partners 4) Support and facilitate external evaluation together with MEAL team.

	<p><u>External Representation & Coordination (10%)</u></p> <ol style="list-style-type: none"> 1) Represent the ACCESS consortia and War Child Canada in the in-country external meetings, e.g. ECW Afghanistan secretariat, EiEWG, education cluster, government ministries etc., and ensure effective visibility and positioning of the consortia and War Child Canada and ACCESS work by sharing updates, 4W reports, success and best practices 2) Coordinate with other ECW consortia (Save the Children, NRC) as well as other partners in the education sector in Afghanistan for sharing of experience, success and best practices as well as joint programming and strong collaboration 3) Steer and manage education sector advocacy and influencing work, also support Country Director in leading at national level advocacy and influencing work with strategic stakeholders 4) Coordinate with the Ministry of Education for the execution of Memorandum of Understanding (MoU) between War Child Canada/ ACCESS Consortium and Ministry to ensure program implementation is in line with the Ministry requirement 5) Strongly coordinate with the Working Groups for Inclusion of People/ Child with Disability, mainstreaming gender equality and child safeguarding members led by other ACCESS or other consortium of the ECW MYP 6) Chair and lead Technical Committee meetings comprising Program and technical staff of the ACCESS consortium partners 7) Play role as a Secretary to the Project Steering Committee participated by the Country/ Executive Directors of the ACCESS consortium partners organizations – coordinate for the meeting schedule, venue agenda, take minutes of the PSC meeting and circulate that among the participants – inform project staff with key decisions related to project implementation and management made by the PSC.
	<p><u>Budget Monitoring (10%)</u></p> <ol style="list-style-type: none"> 1) Monitor actual expenditures against budget both for War Child Canada and consortia partners; provide timely feedback to consortia partners to address variances 2) Work with Head of Finance to develop BVAs and ensure timely circulation to partners 3) Ensure payment requests from consortia partners are processed, signed and recommended for payment to the Head of Finance 4) Promote cost effectiveness and budgetary transparency and accountability within the team 5) Ensure overall program cost effectiveness and efficient and 100 percent utilization of funds 6) Keep the Head of Program Implementation and the Country Director informed of the spending pattern and unforeseen situations 7) Work closely with Operations department and ensure all procurement and supplies are processed in timely manner.
	<p><u>Staff Management (10%)</u></p> <ol style="list-style-type: none"> 1) Install effective team management structure and processes: e.g. individual staff annual performance objectives are set, weekly team meetings, team work plan, 1:1 meetings and written record to track progress on performance, take disciplinary actions where required 2) Work closely with HR to conduct staff capacity need assessment (at least once a year); assess capacity gaps, identify critical areas and develop capacity building plan. 3) Recruit staff and manage their performance.

<p>Qualifications</p>	<p><u>Academic Background and Knowledge</u></p> <ul style="list-style-type: none"> • Post-graduate degree in education, social, business, administrative science or in humanitarian assistance. • At least 5 years of project management experience preferably in education (quality, planning, implementation, monitoring, evaluation) • Strong experience at least three years of external representation, coordination, working with partners and liaison • Experience in implementing projects within partner networks or consortia; experience highly preferred • Strong expertise in conceptualization, result based reporting, budget management and monitoring • Experience or strong knowledge of Afghanistan context will be an asset • Demonstrable experience of managing teams and building staff capacity • Knowledge of the education in emergencies sector and relevant global platforms and frameworks
	<p><u>Skills</u></p> <ul style="list-style-type: none"> • Fluency in written and verbal English with strong analytical skills. • Dari or Pashtu is desirable • Excellent leadership skills in building strong and competent team • Strategic thinking, strong organizational and analytical skills • Strong consulting and coaching abilities • Ability to manage stress and willing to work under strict deadlines • Excellent skills of operating Microsoft word and excel spread sheet, • A positive problem-solving approach • Good interpersonal and team-working skills • Culture sensitivity and respect for local norms
<p>Salary & Benefits for Expatriates</p>	<p>A highly competitive salary and benefits package will be commensurate with experience and qualifications. Comprehensive benefits include travel to and from duty sites, regular rest and relaxation, generous vacation, accommodation, comprehensive insurance and an Expatriate Employee Assistance Program as per War Child Canada contractual standards.</p>
<p>Application Process</p>	<p>INTERESTED APPLICANTS ARE INVITED TO SEND A CURRICULUM VITAE AND AN ACCOMPANYING COVER LETTER ELECTRONICALLY TO:</p> <p>Email: jobs@warchild.ca</p> <p>Please ensure your application email has the subject heading of 'Consortia Manager – [insert your name]'.</p> <p>Only those applicants selected for an interview will be notified. We regret we are unable to entertain phone calls.</p> <p>War Child Canada is committed to providing a work environment in which all individuals are treated with respect and dignity. Final candidates will be vetted in accordance with War Child Canada's Child Safeguarding Policy, including appropriate reference and security checks.</p> <p>For more information about War Child Canada, please visit www.warchild.ca</p>
<p>Deadline</p>	<p>April 23, 2019</p>