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## **Job Description: Divisional Manager Central/ Eastern**

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### **Job Purpose**

The Divisional Manager Central/ Eastern is solely responsible for the collaboration, consultation, planning and coordination of the Society's work in the Central/ Eastern Division in accordance with the Fiji Red Cross Society's Strategic Plan. The Manager will become and extension of the National Office in representation of the Director General in leading and growing in their specific region.

Their primary focus of the role is to ensure effective and efficient delivery of services and programs within the region to meet community needs, in collaboration with Manager Programs and other Program Coordinators. Current programs include Disaster Management, Resilience, Gender Equality and Social Inclusion, Health and Care, Youth, etc.

They would need to have in-depth knowledge of community, government, and business networks.

The DM- Central/Eastern may be asked to undertake interviews with media houses, growing the Red Cross's role in the region is a key responsibility, particularly increasing social impact and growing the number of Red Cross members and volunteers within that Division.

It is expected that the DM-Central/Eastern must also work to integrate and support all other Red Cross activities of our members and commercial operations.

An essential part of this role is identifying the need and developing new service models to contribute to quality output, increase efficiency and to contribute to growth in the Red Cross service delivery within the division is an essential part of the role.

Identifying need and developing new service models to contribute to growth in Red Cross Service Delivery in the region is an essential part of the role.

### **Job Responsibilities**

#### **Technical:**

- Actively identify the needs in communities within the division, provide insights internally for further consultation, develop solutions and or initiatives based on program delivery in alignment with Fiji Red Cross's program strategies and priorities.
- Carefully provide oversight and support in the implementation of program activities across the Western Division including collaboration and consultation with key stakeholders both internally and externally to identify possible risks and challenges.
- Ensure the capability of each branch personnel and volunteers to respond to crisis and emergencies.
- Oversight on supplies of emergency equipment and NFIs for each branch ensuring close liaison with FRCS stock controller to carefully manage stock in and stock out status on a quarterly basis.
- Facilitate and ensure the coordination and management on the frequency of branch meetings.
- Facilitate and oversee the training of branch volunteers in disaster preparedness and response prior to Cyclone season on an annual calendar.
- Ensure efficiency, effectiveness and quality of proposals and submissions in a timely manner prior to activities.



- Perform other related duties as and when assigned by the Director General.

#### **Leadership and Management:**

- Support the leadership and management to meet the expectation of FRCS Constitution, Strategic Plan, Rules and Procedures.
- Manage any risks and compliance that may impact the reputation of FRCS within the Division.
- Provide the leadership and management support to Branch Executives to actively function in their role based on our Constitution.

#### **Representation and Communication:**

- Represent FRCS at any meetings or stakeholder engagements within the Division to gain insights, to strengthen relationships, to consult and to collaborate that include provincial councils, villages/communities, partners, government agencies, and private sector organizations.
- Able to convey complex issues to diverse audiences and to safeguard the reputation of the Society.
- Excellent written and verbal communication skills for meeting, influence, and negotiation.

#### **Finance:**

- Be responsible for all budgets in relation to any activities put forward on a proposal from Divisional office, its expenses and its reconciliation based on the Finance Manual within a period of seven (7) days.
- Oversight and carefully manage situations at Branches to monitor risks and ensure good governance in the areas of fundraising and financial reporting of income gained.
- Support branches in consultation with the Society's Finance team in relation to yearly audits.

#### **Strategic Analytics:**

- Analyze situations within the Division, region, communities and people in relation to issues such as unemployment, crime, poverty, domestic violence, bullying, drug addiction, sexual abuse, discrimination, etc and share insights internally.
- Understand political motivations, pressures, power dynamics, and challenges faced by colleagues, partners, decision-makers, and other actors.
- Demonstrate analytical skills, including taking calculated risks, engaging in strategic thinking, encouraging forward thinking, and learning, and operating within a global framework.

#### **Other:**

- Adhere to FRCS's principles and values.
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.

#### **Job Requirements**

##### **Essential:**

- Extensive work experience ideally within the humanitarian or at least 5 years at a middle management or supervisory level capacity.
- Proven ability to lead a team and manage challenging outcomes at all levels of Society.
- Ability to devise and implement strategies that will contribute to FRCS's growth.



- Demonstrated networking, representational, and negotiation skills.
- Strong verbal and written communications skills in English and i-Taukei. Hindi a bonus if possible.
- Strong proven ability to identify and articulate strategic and policy issues through effective oral and written briefs.

#### Education:

- The minimum requirement is a university degree or equivalent in Business Administration, Commerce, Economics, or International Development or other relevant experience.

#### Desirable Experience:

- Minimum 5 years of experience in NGOs, Government agencies or private sector organizations.
- Demonstrable experience and success in engaging with stakeholders at all levels.
- Demonstrated experience and very strong understanding of pursuing challenges with a solution-oriented mindset.
- Experience of working with technical teams to develop program proposals that are funded by institutional donors.
- Experience of skills capacity building in relation to any program related field.

#### Key Attributes:

- Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
- Commitment to safeguarding FRCS's policies for all people who come into contact with the Society.

#### Applicable to All Staff:

1.	Must subscribe and adhere to the FRCS fundamental principles.
2.	Must sign the FRCS Child Protection Policy.
3.	Promotes gender development and equal opportunities in team development.
4.	Promotes Protection and Social Inclusion in program activities.
5.	Perform other related duties as assigned by the Director General.

#### Position Requirements:

Education		Required	Preferred
University degree or equivalent in Business Administration, Commerce, Economics or International Development or other relevant experience.		X	
Experience		Required	Preferred
At least 5 years of relevant working experience in program or project management.		X	
Good understanding of the international humanitarian environment.		X	
Experience of working for Corporate or the Red Cross Red Crescent Movement			X
Knowledge and Skills		Required	Preferred
In depth knowledge of programme management and design		X	
Demonstrated understanding of gender and diversity in programming		X	



Demonstrated coordination experience	X	
Experience in managing staff and programme / project teams	X	
Training/ facilitation skills	X	
Self- supporting in computers (PowerPoint, Excel, Word)	X	
Strong communications and networking skills	X	