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## Position Description

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Vacancy Title: **Chief Executive Officer**

Location:

Reports To: **Board**. Link to detailed RD: [https://drive.google.com/file/d/1JHnXiZmEzK3xViRjz1K1SXi1fupw\\_08h/view?usp=sharing](https://drive.google.com/file/d/1JHnXiZmEzK3xViRjz1K1SXi1fupw_08h/view?usp=sharing)

### Objective

The Chief Executive Officer provides overall leadership and direction for Save the Children Fiji. The purpose of this role is to lead the in-country programmes team to develop and implement Save the Children's portfolio of programmes across Fiji, delivering lasting improvements to children's lives. The role guides the organisation's strategic direction, programme impact, partnerships and resource mobilisation while ensuring strong governance, financial accountability, and compliance with national laws and Save the Children policies. The CEO leads the Senior Management Team and works closely with the Board, Save the Children International and its members, donors, government agencies and civil society partners to deliver high-quality programmes that improve the lives of children and communities. The CEO represents Save the Children Fiji nationally and internationally while ensuring that organisational systems, people and resources support sustainable programme delivery, with child safeguarding at its core.

### Outcomes

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#### Organisational Stakeholders

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#### 1. KEY ACCOUNTABILITIES

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## 1. Leadership, Organisational Culture and Capability

- A strong and collaborative team, including a Senior Management Team, is established and supported through effective leadership and performance management.
- Managers and their teams are guided and supervised in implementing quality project activities in accordance with agreed approaches and timelines, including regular field visits. Staff capacity is strengthened through mentoring, training and organisational learning focused on programme quality and impact for children.
- Organisational structures and staffing plans support effective programme delivery across Fiji.
- A positive organisational culture promoting accountability, inclusion and child safeguarding is fostered.
- Recruitment, development and performance management of staff are implemented in accordance with Save the Children policies and values.

## 2. Strategic Leadership and Direction

- The Country Strategic Plan and Annual Plans are reviewed and implemented in alignment with Save the Children's priorities and Board guidance.
- Strategic direction supports programmes that are sustainable and advance children's rights, protection, education, health and wellbeing.
- Senior Management Team coordination ensures effective planning, decision-making and programme implementation.
- Organisational and programme performance is regularly reported to the Board and key partners.
- Strategic priorities are translated into operational plans that guide programme delivery and effective use of resources.

## 3. Programme Development and Resource Mobilisation

- Diversified funding is secured through partnerships with donors including bilateral and multilateral agencies, foundations, corporate partners, and philanthropic organisations.
- Project proposals, concept notes and programme funding submissions are developed and submitted to targeted donors.
- Donor and partner relationships are strengthened to expand programme reach and long-term sustainability.
- Programme design and grant management processes ensure compliance with donor policies and quality standards.
- Programme learning and evidence are used to inform advocacy initiatives and future programme strategies.

## 4. Programme Delivery and Impact

- High-quality programmes supporting children and communities are implemented across Fiji in areas including education, child protection, health, livelihoods and disaster preparedness.
- Programmes are designed using child-rights based and community-centred approaches aligned with national development priorities and Save the Children frameworks.
- Monitoring, evaluation and learning systems track programme outcomes and ensure programmes deliver measurable benefits for children.
- Programme implementation complies with donor requirements, project objectives and agreed monitoring frameworks.
- Evidence and lessons learned from programmes inform programme improvement and future programme design.

## 5. Governance, Risk and Compliance

- Board governance responsibilities are supported through timely, transparent and accurate organisational reporting.
- Organisational policies, procedures and operational standards are implemented and reviewed regularly.
- Compliance with statutory, regulatory and donor obligations is maintained at all times.
- Risk management processes identify and address programme, operational and safeguarding risks.
- Child safeguarding, ethical standards and organisational accountability frameworks are embedded across all programmes and operations.

## 6. Financial Stewardship and Operational Management

- Financial resources are managed responsibly in line with approved budgets and donor agreements.
- Financial management and reporting systems ensure transparency and accountability to the Board, donors and partners.
- Programme budgets and financial performance are monitored to ensure resources are used effectively for programme delivery.
- Organisational assets and financial resources are protected through appropriate financial controls.
- External audits and financial reporting obligations are coordinated and recommendations implemented.

## 7. Stakeholder Engagement, Representation and Advocacy

- Strong partnerships are maintained with government agencies, donors, civil society organisations, community leaders and Save the Children International members.
- Save the Children Fiji is represented in national and international forums promoting children's rights and development.
- Advocacy initiatives support policies and programmes that improve outcomes for children and communities.
- Media engagement and public communication strengthen the visibility and credibility of Save the Children Fiji.
- Strategic partnerships and alliances are developed to expand programme reach and influence.

Competence	Description
<b>Business</b>	
Strategic Development	Establish the strategic direction and steer the organisation towards its goals

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Higher Degree incl. Post Grad Cert or Dip	Development Studies, Social Sciences, Business Management	Postgraduate qualification in Development Studies, Social Sciences, Business Management or related discipline.

## Work Knowledge and Experience

- Minimum of 8 years of senior management experience within an NGO, international development organisation, or comparable complex environment.
- Postgraduate qualification in Development Studies, Social Sciences, Business, Management or a related discipline, or a relevant undergraduate qualification combined with significant leadership experience and professional training.
- Demonstrated leadership experience managing complex programmes and organisational operations in multi-stakeholder environments.
- Proven experience developing and managing donor-funded programmes including proposal development, grant management, monitoring and donor reporting.
- Strong experience in financial oversight including budget management, financial reporting and accountability to donors and governing boards.
- Proven capability in organisational governance, risk management and compliance within regulated environments.
- Demonstrated ability to lead and develop multidisciplinary teams, including performance management, mentoring and capacity building.
- Experience engaging with government agencies, international donors, civil society organisations and development partners.
- Knowledge of programme management, monitoring and evaluation systems and results-based programme delivery.
- Understanding of child rights-based programming, safeguarding frameworks and ethical standards in humanitarian and development contexts.
- Ability to operate in complex environments requiring strategic thinking, prioritisation, problem solving and high levels of professional judgement.

## Requirements

### Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Board	
	Management Team	
	Safeguarding and HR functions	
<b>External</b>		
	Government Ministries	
	Donor agencies	
	NGOs and development partners	
	Media representatives	
	Community leaders	
	Save the Children International and Save the Children members	

## Attributes

### Behavioural Styles

Accountability and Integrity Takes full responsibility for organisational outcomes, decisions, and ethical conduct while upholding the highest standards of transparency and child safeguarding.

#### Interpersonal Styles

Collaborative Leadership Creates an inclusive environment where senior managers and staff work together toward common organisational objectives.

#### Thinking Styles

Strategic Thinking Analyses complex environments and identifies long-term opportunities to strengthen programme impact and organisational sustainability.

## How To Apply

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## Contact for Enquiries

Contact Name: Elizabeth Cama

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Further Contact Information: --

Closing Date: 22 Mar 2026