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| **TITLE:** Director Of Development and Quality | |
| **TEAM/:PROGRAMME:** Tanzania Country Office Senior Management Team (SMT) | **LOCATION:** Dar es Salaam, Tanzania |
| **GRADE**: TBC | **CONTRACT LENGTH:** 2 years, renewable |
| **CHILD SAFEGUARDING:**  Level 3:  the role 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 in country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | |
| **ROLE PURPOSE:**  This is a challenging senior leadership role in a changing operational context as the Tanzania country programme grows its overall portfolio, expands its geographic footprint, and seeks to strengthen operational reliability, effectiveness and influence of its work.  The position requires forging stronger partnerships with government and civil society actors, as well as strong donor engagement and lateral relationship building with other NGOs and UN bodies.  The successful candidate is a principled, dedicated, experienced and highly motivated individual who will work with the senior management team to drive forward our country programme and our ambitions.  The role will contribute to the on-going capacity building of organisational systems and processes, but also needs to lead the thematic ambition and integrate strategic priorities and best practices of Save the Children’s global themes.  The role holder will be responsible for building a team of thematic experts and leading the development of high quality, participatory programmes for children.  She/he will monitor the quality of interventions by enhancing the emerging monitoring, evaluation, accountability and learning system. The post holder will also be responsible for the documentation of results and networking for purposes of learning and information exchange. The Programme Development and Quality department oversees technical support to programmes, accountability and learning, plays a leading role in donor engagement and fundraising and works closely with thematic technical advisors at regional and global levels.  The aim is to design innovative programmes for all children that reach scale, through partnerships and advocacy in both humanitarian and development contexts in Tanzania.  The position also requires overall coordination and demonstration of results for the global campaign to reach “Every Last Child.” | |
| **SCOPE OF ROLE:**  **Reports to:** Country Director  **Staff directly reporting to this post:** Technical Advisors, MEAL Specialist, Snr Advocacy &Campaigns Manager | |
| **KEY AREAS OF ACCOUNTABILITY:**  **As a member of the Senior Management Team, contribute to:**   * Leadership of the Tanzania Country Office * Support the development of an organisational culture that reflects our full spectrum mandate and values, promotes accountability and high performance, encourages a cross -team culture of learning, creativity and innovation, and frees up our people to deliver outstanding results for children and excellent customer service for our members and donors * Help design and implement a coherent organizational structure that is consistent with agency practices and appropriate to needs * Help establish, maintain, and improve active and regular working relationships with: host government authorities, partner agencies including humanitarian and development donors, and local and international NGOs * Ensure Tanzania Country Office complies with the Save the Children Quality Framework Essential Standards and Standard Operating Procedures (SOPS) * Ensure that all required support is provided promptly, at scale and in line with the rules and principles during emergencies, working closely with the Regional Office   **Strategic Planning*:***   * Provide strategic vision and direction to the program * Take a lead role in developing program strategies and annual plans, ensuring coordination of all technical input to country strategy, proposals and reports * Participate in conceptualizing and designing cost effective, innovative and high quality programs to serve children, including those marginalized and difficult to reach * Lead on developing programs relevant to children in Tanzania and to the global program and advocacy objectives of Save the Children   **Program Design and Technical Assistance:**   * Lead on the design and development of high quality child focused emergency response and development programs that contribute to the Country Office’s strategies and plans, informed by child participation and accountability to children * In close conjunction with the Director of Program Implementation, support the delivery and monitoring of all longer term technical goals, objectives and policies * Lead the coordination and integration of different technical sectors of the Country Office to optimize coherence of programs and projects and share knowledge, learning and operations support * Oversee fundraising and support the access and secure adequate resources for program activities from both grants and the corporate sector, as well as funds of Save the Children members, and oversee production of relevant concept notes and proposals including coordination of necessary technical and operational inputs from members of the wider team * Lead on appropriate levels of technical assistance and capacity building provision to the Operations teams and partners, and ensure inclusion of child safeguarding principles, accountability, child participation and learning   **Assessment, Monitoring and Evaluation:**   * Lead on developing a robust Monitoring & Evaluation, Accountability and Learning (MEAL) system to measure achievement and progress toward program goals and results. * Lead on internal and external program/project evaluations as necessary and ensure the execution of baseline, periodic, mid-term reviews and final evaluations as necessary, in close coordination with Director of Program Implementation   **Advocacy and Communications*:***   * Lead the development of an advocacy strategy for the Tanzania Country Office. * Identify key opportunities and events for Save the Children in Tanzania to position itself as the leading organisation for children’s issues in country * Lead on advocacy initiatives that promote to national government, civil society and political leaders, child rights and governance and work to influence policy and legislation in the best interests of children * Manage thematic leads and lead other program staff in their advocacy work, including development of a plan for achieving their priority advocacy objectives in both emergency and development contexts. This should include guidelines on the meaningful and safe participation of children.   **Partner Management:**   * Ensure coordination and cooperation with the Director of Program Implementation to improve our level of partnership with the government, national civil society, community and others, and seek to meet the relevant standards as indicated in the Theory of Change * Support the Operations Department in the proper analysis of potential partners using documented selection methods, to ensure compliance with Save the Children standards and donor requirements and regulations * Promote mutual assessment, feedback and learning with partners and assist their engagement in knowledge building and advocacy   **Innovation:**   * Working closely with the Director of Program Implementation, lead Save the Children Tanzania 's operational research programs, delivering existing research projects and developing new ones. * In consultation with the SMT, oversee dissemination of the outcome of research projects widely, in particular to Government, civil society and other humanitarian and development actors in country and across the region   **Knowledge Management:**   * Working closely with other members of the SMT ensure learning by the country program from relevant best practice and identify opportunities for dissemination of such information * Engage in relevant national, regional and global networks and coalitions * Contribute to the development of an internal and external communication strategy and ensure that the program maintains a proactive and effective generation of articles, sitreps and reports for identified audiences   **Staff Management, Mentorship, and Development:**   * Working closely with the SMT, lead all staff to understand the role of PDQ in promoting quality and identify how they can be supported to achieve that goal. * Manage and coach the PDQ team; define expectations, provide leadership and technical support as needed, and evaluate direct reports regularly * Incorporate staff development strategies and Performance Management Systems into team building processes. * Ensure that all technical sector staff proactively build and maintain technical skills and competencies required for leading and/or advising first class programs – both in a development and emergency context. | |
| **SKILLS AND BEHAVIOURS (our 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 partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved   **Ambition:**   * Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same * Widely shares their personal vision for Save the Children, engages and motivates others * Future orientated, thinks strategically   **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 | |
| **QUALIFICATIONS AND EXPERIENCE:**   * Recommended, a minimum of 5 years senior management experience in a donor, research or an NGO environment, including experience directing and implementing programs for children in both development and emergency contexts, preferably with solid experience in more than one of the Save the Children priority thematic sectors: education, child protection, child rights governance, HIV/AIDs, health and nutrition, and emergencies * Recognized leadership role in relevant technical areas at both field and country level * Clear track record of successful donor engagement translated into high rate of success in securing donor awards / submitting credible and compelling proposals/bids with, working familiarity of standards and requirements of USAID, DFID, EC, UN specialised agencies and other potential sponsors including private sector donors, with values between $100k - $15-20 million. * Masters degree or higher in Social Sciences, or in a complementary area of social development * A general appreciation of the issues concerning the NGO sector, both development and humanitarian issues * Solid experience of designing, developing and managing monitoring and learning systems * Good analytical skills. Effective negotiator, with the ability to positively influence cross departmental and cross sector working * Credibility to lobby, influence and represent Save the Children at all levels * Resource management, training, capacity building, coaching, and mentoring skills * Ability and willingness to work flexible hours when necessary, and work with incoming teams in emergencies * Commitment to and understanding of Save the Children’s aims, values and principles including rights-based approaches as well as experience in promoting the principles and practice of child participation and accountability * External communications and influencing skills * Fluency in written and spoken English (essential) * Familiarity with the Tanzania context (desirable) | |
| **Date of issue:** September 2016  **Author:** CD Tanzania | |