

# act:onaïd Job Description and Person Specification

Job Title:	COUNTRY DIRECTOR		
Cluster:	Federation Development	Job Family:	Country Director
Reports to: (incl matrix reporting)	Board Chair and Head of Country Coordination, Africa I	Grade:	AAI Fc
Location:	Dar Es Salaam, Tanzania		
Direct Reports:	Head of Policy and Programmes, Head of Finance, Head of HROD & Support Services, Executive Coordinator, Impact Assessment and Shared Learning Manager and Communication Officer.		
Job Role			
Role Overview:	The Country Director will inspire vision, strategic leadership and financial sustainability as well as guidance to harness ActionAid’s human and financial resources, partnerships, alliances and other resources in delivering the organization’s mandate in line with its values and established policies. The Country Director has to translate the global strategy into the Tanzania context, provide country support to peer countries and engage in regional and global initiatives.		
Accountabilities			
Key Accountabilities / Responsibilities:	Key Activities		
Strategic Leadership	<ul style="list-style-type: none"><li>• Provide leadership in shaping ActionAid Tanzania’s (AA Tanzania) organizational strategic direction, identifying and diffusing bottlenecks in the delivery of the organization’s mandate. Provide conceptual and practical leadership in strategy development, implementation and reviews</li><li>• Implement and further develop ActionAid’s vision, mission, philosophy and principles in line with agreed corporate strategies and organizational priorities.</li><li>• Lead and direct the activities of AA Tanzania in accordance with sound management practices and (Action Aid International (“AAI”) development policies.</li><li>• Ensure AA Tanzania has a well-balanced, well documented and efficient Programme that is responsive to the political, social and economic environment.</li><li>• Oversee programme implementation for its effectiveness and efficiency as per the Country Strategic Paper (CSP) and AAI guidelines.</li><li>• Ensure Senior Management Team (SMT) capability is enhanced for proper delegation and execution of their mandates effectively.</li><li>• Provide strategic support to the national governance development in line with the federation governance vision, principles and standards</li></ul>		

<p><b>Development and maintenance of a good organizational and country programme corporate identity</b></p>	<ul style="list-style-type: none"> <li>• Plan, develop and project a corporate image in line with vision, mission, value and philosophy of ActionAid.</li> <li>• Ensure implementation and further develop AA's vision, mission, philosophy and principles in line with agreed AAI corporate strategies and organisational priorities.</li> <li>• Ensure a pro-active communication strategy is followed with a sound relationship with media and stakeholders to manage the external impact of AA Tanzania's initiatives.</li> <li>• Take part and provide inputs to corporate activities</li> <li>• Oversee the delivery of Programme obligations to the Federation</li> <li>• Participate in working groups and International Platforms and encourage a corporate perspective among staff.</li> <li>• Encourage research with a view to improving the quality of ActionAid Programmes and Policy development.</li> <li>• Establish, develop and maintain excellent working relationships with government, donors, partners, network alliances and civil society organizations.</li> </ul>
<p><b>Values Practice &amp; Strategy Change Priorities</b></p>	<ul style="list-style-type: none"> <li>• <b>Leading Innovation and Change</b> - Establish a culture of excellence in respective to a team that values experimentation and continuous improvement</li> <li>• <b>Feminist Leadership</b> – Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power)</li> <li>• <b>Child protection and safeguarding</b> –Embed ActionAid and sector's approach to child protection and Safeguarding is embedded in all initiatives holistically</li> <li>• <b>AAI Values Practice</b> – Ensure a personal and team culture that demonstrates all of AAI's Values including: Mutual Respect, Equity and Justice, Integrity, Solidarity with people Living in Poverty and Exclusion, Courage of Conviction, Independence and Humility</li> <li>• Ability and experience in leading in implementation of change projects.</li> <li>• Ensure delivery and contextualisation of the Global campaigns</li> <li>• Ensure compliance to the assurance policy and in-country government compliances</li> <li>• Engage and lead major organizational process such as the Strategy Implementation Framework (SIF) and the Long-Term Funding and Finance strategy (LTFFS) with a particular focus of country context tailored fund-raising initiatives.</li> <li>• Lead the implementation of the Country Models Review Phases as per the proposed model of presence.</li> </ul>
<p><b>Programme Management</b></p>	<p><b>Programme Implementation:</b></p> <ul style="list-style-type: none"> <li>• Lead and direct the work of AA Tanzania in accordance with sound management practices and ActionAid's development policies and accountability systems.</li> <li>• Ensure AA Tanzania has a well-balanced, well documented and cost-effective programme.</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop AA Tanzania's capacity to document, disseminate and learn from development work in and ensure all reporting is of the highest standard.</li> <li>• Manage and encourage the co-operative relationships established with various specialist institutions and ensure that these joint initiatives conform to programme objectives.</li> <li>• Ensure all programme activities are sensitive to and responsive to changes in the political, social, and economic environments.</li> </ul> <p><b>Policy, Research and Advocacy:</b></p> <ul style="list-style-type: none"> <li>• Encourage the development of appropriate research with a view to improving the quality of field work and influencing change in policy to improve the quality of life for those living in poverty in the country.</li> <li>• Maintain sound relations with policy, research and advocacy specialists in Tanzania and international levels.</li> </ul> <p><b>Emergency Preparedness:</b></p> <ul style="list-style-type: none"> <li>• Develop and maintain appropriate contingency plans for all kinds of emergencies. Such plans to be presented for approval of the Head of Country Support for inclusion in corporate emergency response mechanisms.</li> </ul> <p><b>Feminism, child protection and safeguarding:</b></p> <ul style="list-style-type: none"> <li>• Ensure feminist approach is embedded in the ways of working, leadership, policies and engagements</li> <li>• Foster and promote ActionAid's approach to Sexual Harassment, Exploitation, and Abuse and other Safeguarding concerns (including child abuse and abuse of adults at-risk) in policies, practices, programming, stakeholder engagement etc. as per the AAI Policies.</li> </ul>
<b>Expand portfolio of support and secure additional funding for further business development</b>	<ul style="list-style-type: none"> <li>• Develop and implement a viable business development framework to sustain Country operations.</li> <li>• Explore and secure additional multi-year and/or funding sources</li> <li>• Establish and maintain a strong relationship with donors, corporate sponsors and supporters.</li> <li>• Ensure that the fundraising mechanisms such as sponsorship programmes, local and institutional fundraising and proposal development capacity and submission are functioning smoothly.</li> <li>• Ensure that information and submission of reports to donors/funders maintains high quality.</li> <li>• Ensure that donor servicing, contract management and compliance is effectively done.</li> </ul>
<b>Operations &amp; Finance</b>	<ul style="list-style-type: none"> <li>• Ensure that there is a medium-term sound financial sustainability plan and that it is implemented for smooth running of the organization</li> <li>• Manage the financial resources allocated to or raised by the country in compliance with approved policies/ frameworks as well as the national law and donors' regulations;</li> <li>• Ensure the financial integrity and accountability of AA Tanzania is in accordance with ActionAid Financial Management Framework</li> </ul>

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	<ul style="list-style-type: none"> <li>• Prepare budget and financial plan to ensure that the control of expenditure and the disbursement of funds is in accordance with the established procedures</li> <li>• Maintain an efficient internal control framework and good practice with regards to the identification and management of risk.</li> <li>• Ensure the establishment of a sound financial management system for the effective and efficient utilization of organizational resources</li> <li>• Review and approve final work plans ensuring efficiency, cost control and compliance to policies and procedures.</li> <li>• Provide reports (program, financial and others) as required by the government, the governing Board/Assembly and ActionAid's accountability procedures and as required by other organisations.</li> <li>• Ensure effective communication of financial performance to stakeholders.</li> <li>• Make sure the organization has a risk identification and mitigation plan which is updated regularly</li> <li>• Ensure Senior Management Team (SMT) plays its expected role and provide the necessary guidance</li> </ul>
<b>People Management</b>	<ul style="list-style-type: none"> <li>• Ensure AA Tanzania maintains an up-to-date Human Resource Policies and Procedures that is aligned to the Global HR Framework</li> <li>• Maintain effective and appropriate staff recruitment, induction, appraisal, remuneration and development practices at all levels of the AA Tanzania to ensure the optimum utilisation and development of AA Tanzania's human resources.</li> <li>• Appoint, develop and manage all senior staff.</li> <li>• Ensure a high calibre staff are recruited while promoting a gender balance in the organisation, and that optimum investments are made in staff development.</li> <li>• Encourage a corporate perspective amongst staff and actively promote staff exchange, secondment and development schemes, where these contribute to the meeting of ActionAid's programme objectives and priorities.</li> </ul>
<b>Servicing of the National Board</b>	<ul style="list-style-type: none"> <li>• Strengthen governance and membership development processes for the board.</li> <li>• Regularly communicate with the board chairperson to update board on strategic development and issues.</li> <li>• Lead preparation and presentation of board reports and documents, verify accuracy of information in the documentation.</li> <li>• Work with the Global Secretariat and governance for the board development and increased dual citizenship and oversight of AA Tanzania.</li> <li>• Facilitate with the existing board a membership development process for transforming the associate to affiliates status</li> <li>• Participate in board and committee meetings and contribute to organizational effectiveness and corporate accountability.</li> <li>• Serve as Secretary of the Board (Non-voting)</li> </ul>
<b>Steering the Senior Management Team (SMT)</b>	<ul style="list-style-type: none"> <li>• Develop and nurture the Senior Management Team (SMT) members in working collectively to steer the organization to achieve strategic goals.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Provide leadership to management of Senior Management Team (SMT)</li> <li>• Plan and facilitate platforms and events that encourage shared leadership and team building such as Senior Management Team (SMT) retreat and solidarity events.</li> <li>• Create an enabling environment for innovation and performance excellence for staff</li> <li>• Set and ensure performance targets for Heads of departments and other relevant staff are achieved.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Lead Senior Management Team (SMT) meetings and explain key directions and policies of AAI and AA Tanzania as an inputs for decision-making.</li> <li>• Perform other functions that will be assigned by the National Board and Global Secretariat from time to time.</li> </ul>
<b>Typical People Management Responsibility</b>	
<b>Approximate number of people managed in total</b>	
<b>Matrix Manager – (projects/dotted line)</b>	<b>Yes</b>
<b>Team Leader</b>	<b>Yes</b>
<b>Manager of Team Leaders/Managers</b>	<b>Yes</b>
<b>What is the global remit? Operates in:</b>	
<b>Own country</b>	<b>Yes</b>
<b>Key Relationships to reach solutions</b>	
<b>Internal (to ActionAid or team)</b>	<b>External</b>
<b>National Board &amp; Country Senior Management Team</b>	<b>International Platforms, Partner community, CBOs, NGOs, networks and alliances</b>
<b>Heads of Country Coordination (AAI)</b>	<b>Donors, Government offices, media</b>
<b>Peer Country Directors</b>	<b>Peer international NGO leaders</b>
<b>GS staff</b>	<b>International donors, media</b>
<b>Person Specification</b>	
<b>Education &amp; Certifications</b>	<ul style="list-style-type: none"> <li>• Degree in Public Administration, Social Sciences or any other related field.</li> <li>• Any other post graduate qualification is an added advantage</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Ten years of relevant experience, five years of which must be at the senior management level in development work and poverty eradication programmes with proven initiative, flexibility and enthusiasm in managing complex activities in a changing environment.</li> <li>• Experience working as country director for similar organisation is an advantage.</li> <li>• Demonstrated senior management expertise, including proven ability to develop the capacities of multi-disciplinary professional teams</li> </ul>

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		<p>undertaking comprehensive social justice, poverty eradication and gender equality strategies.</p> <ul style="list-style-type: none"> <li>• Experience in external engagements, networking, working with social movements, youth and feminist led movements</li> <li>• Proven experience in managing complex financial control and management systems.</li> <li>• Demonstrable experience in leading complex change processes</li> <li>• Demonstrated expertise in strategic and long-term planning and the ability to ensure that operational plans and activities meet targets and appropriately reflect longer term perspectives.</li> <li>• Proven experience of working and negotiating with Government officials and/or donors at all levels</li> </ul>
Essential knowledge & skills		<ul style="list-style-type: none"> <li>• A strong commitment to AA's vision, mission and values, especially the rights-based approach and the principles of equal opportunity as outlined in ActionAid's Code of Conduct.</li> <li>• Sound and up to date knowledge of development concepts, methodologies and techniques including demonstrated expertise in at least one specialist development field.</li> <li>• Excellent negotiation and communication skills, including demonstrated ability to handle sensitive diplomatic and Government level negotiations on matters affecting ActionAid's Tanzania country programmes.</li> <li>• Sound awareness of the political, social, economic and historic environment in which ActionAid's poverty alleviation programmes are operating at both national and community levels.</li> <li>• Sound grasp of feminism and feminist leadership approaches.</li> <li>• Proficiency in English and a familiarity with the context of the country as it affects development strategies.</li> <li>• Strong leadership and management skills</li> <li>• Strong analytical/problem solving, and management of crisis, conflict and risk</li> <li>• Fundraising skills.</li> <li>• A strong commitment to embedding feminist leadership and ActionAid's humanitarian signature.</li> <li>• A strong commitment to adhering to and promoting ActionAid's approach to Sexual Harassment, Exploitation, and Abuse and other Safeguarding concerns (including child abuse and abuse of adults at-risk).</li> </ul>
Competency Profile		
Leading organisation	Strategic perspective	Demonstrate alignment of the Organisation's strategic priorities and goals.
	Change management	Uses effective strategies to facilitate organisation change initiatives and overcome resistance to change by involving others, listening and building commitment.
	Decisiveness and Agility	Prefers quick and appropriate actions in many management situations, able to adapt and respond to fast changing eco system/environment.

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Leading others	Leading Teams	Attracts, motivates, and develops high performing teams.
	Building Collaborative Relationship	Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture).
	Communication	Expresses ideas clearly and concisely; disseminates information about decisions and plans proactively.
Leading self	Leading with Purpose and Credibility	Acts in accordance with stated values; has strong commitment to develop, promote and practice AAI's values
	Innovation and Taking Initiative	Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities