

Job Title:	COUNTRY DIRECTOR		
Directorate:	AA Zimbabwe	Job Family:	Country Director
Reports to:	Head of Africa	Grade:	AAI Fc
Location:	Harare, Zimbabwe		
Direct Reports:	Country Senior Management Team, Roving HROD Manager-Shared Services, Internal Auditor		
Job Role			
Role Overview:	<p>The Country Director will inspire vision, strategic leadership, management and effective high-level national representation for ActionAid in Zimbabwe, in line with the established policies, principles and operating practices of ActionAid International, as well as good management practice and the political, social, cultural and economic environment of the country.</p> <p>The Country Director will also be responsible for translating the global strategy and Strategic Information Framework (SIF) into the specific country strategic plans and engage in regional and global initiatives. The Country Director will oversee the implementation of agreed plan and ensuring human and financial resources are in place to achieve budgeted performance targets and monitoring overall performance against these. The Country Director will play a key role in influencing decisions of stakeholders that are outside of his/her direct sphere of authority across the organization. S/he is required to promote ActionAid International's values, feminist leadership principles and SHEA and Safeguarding policies.</p> <p>The CD role requires broad organisational experience, thus enabling to manage large teams as well as deep knowledge across a professional discipline that enable the role holder to make significant improvements to policies and processes that lead to mid- to long-term success.</p>		
Accountabilities			
Key Accountabilities / Responsibilities:	Key Activities		

Organisational and Federation Development	<ul style="list-style-type: none"> • Provide leadership in shaping AA Zimbabwe organisational strategic direction with the Head of Africa guidance in the delivery of the organisation's mandate. • Implement and further develop ActionAid's vision, mission, Theory of Change/philosophy and principles in line with agreed Federation strategies and organisational priorities. • Lead and direct the activities of AA Zimbabwe in accordance with sound management practices and ActionAid International (AAI) development policies. • Ensure Senior Management Team (SMT) capability is enhanced for proper delegation and execution of their mandates effectively. • Promote ActionAid's values, feminist leadership principles and SHEA & Safeguarding policies. • Ensure a pro-active communication strategy is followed with a sound relationship with media and stakeholders to manage the external impact of AA Zimbabwe's initiative • Represent ActionAid International in a variety of forums and maintain external relationships within a diverse range of stakeholders in the sector including national government, key national and international NGOs, donors, academic, social movements, CBO's, media and other relevant institutions • Implement and further develop AA's vision, mission, philosophy and principles in line with agreed AAI corporate strategies and organisational priorities. • Actively contribute to ActionAid International's development as an international federation. <p>Maintain regular communication with the Head of Africa, IS Hub Staff across locations, IS central support staff, other country directors and International Leadership Team.</p> <ul style="list-style-type: none"> • Ensure that ActionAid lives up to its dual citizenship role as part of an international federation. • Provide support and engagement to Global ActionAid activities as and when required, including participation on task forces, training courses and conferences.
Strategy Development and Implementation	<ul style="list-style-type: none"> • Lead the country strategy paper (CSP) development so that the strategy is relevant to national policies, constituencies, and civil society and in line with ActionAid International strategies and organizational priorities • Ensures the delivery of CSP of Zimbabwe; oversees the implementation, monitoring and evaluation of the CSP within the country. <p>Programme Implementation:</p> <ul style="list-style-type: none"> • Lead and direct the work of AA Zimbabwe in accordance with sound management practices and ActionAid's development policies and accountability systems. • Ensure AA Zimbabwe has a well-balanced, well documented and cost effective programme. • Develop ActionAid Zimbabwe's capacity to document, disseminate and learn from development work in and ensure all reporting is of the highest standard. • Manage and encourage the co-operative relationships established with various specialist institutions and ensure that these joint initiatives conform to programme objectives. • Ensure all programme activities are sensitive to and responsive to changes in the political, social, and economic environments. <p>Policy, Research and Advocacy:</p>

	<ul style="list-style-type: none"> 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 the poor of Zimbabwe. Maintain sound relations with policy, research and advocacy specialists at Programme Directorate and International Secretariat levels. <p>Emergency Preparedness:</p> <ul style="list-style-type: none"> Develop and maintain appropriate contingency plans for all kinds of emergencies. Such plans to be presented for approval of the Head of Africa and the International Humanitarian Response Team for inclusion in corporate emergency response mechanisms.
People Management	<ul style="list-style-type: none"> Maintain effective and appropriate staff recruitment, induction, appraisal, and remuneration and development practices at all levels to ensure the optimum utilisation and development of AA Zimbabwe's human resources. Appoint, develop and manage all senior staff. Ensure a high calibre of staff is recruited while promoting a gender balance in the organisation, and that optimum investments are made in their development. 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. Promote feminist leadership principles and culture among AA Zimbabwe staff and beyond
Fundraising and External Communication	<p>Donors and Fundraising Relationship:</p> <ul style="list-style-type: none"> Ability to launch an innovative fundraising approach that attracts donors and appropriate to the changing funding landscape that is competitive. Develop donors scoping in country and outside and setting fundraising targets and implementation plan. Ensure a regular flow of information is available to the funding departments and to donors and official funders as required by the various funding mechanisms, especially child sponsorship and village neighbour. Establish and develop working relationships with key donors in Country and actively develop local funding sources appropriate to AA Zimbabwe Country's resource needs. Ensure grant compliance of projects as per the donor expectations. Establish evidence on the impact of our work with people whom we work with especially women and girls for donor profiling and confidence on the return of their fund. <p>Media:</p> <ul style="list-style-type: none"> Develop and manage a sound relationship with all sections of the media and ensure that any published material accurately reflects the views of the organisation. Ability to use social media for digital fundraising and promote AA Zimbabwe works and profiling of AA Zimbabwe. Establish an appropriate public image for ActionAid Zimbabwe that promotes its work in line with ActionAid International identity, values and culture.

Operations & Finance	<ul style="list-style-type: none"> • Ensure the financial integrity and accountability of AA Zimbabwe resources are in accordance with ActionAid Financial Management framework • Manage the financial resources allocated to or raised by the country in compliance with approved policies/ frameworks as well as national law and donors' regulations; • Prepare budget and financial plan to ensure that the control of expenditure and the disbursement of resources in accordance with the established procedures; • Provide progress and financial reports as required by the government, the national Board/Assembly (when in existence) and ActionAid's accountability procedures and as required by other organisations. • Maintain an efficient internal control framework and good practice with regard to the identification and management of risk.
Values Practice and Strategy Change Management Priorities	<ul style="list-style-type: none"> • Leading Innovation and Change – establish a culture of excellence in respective to a team that values experimentation and continuous improvement. • Feminist leadership – championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power) • Child Protection and Safeguarding – embed ActionAid and sector's approach to child protection and safeguarding ensuring it is embedded in all initiatives holistically • AAI Values Practice – 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. • Change Management – ability and experience in leading in implementation of wider change management to ensure organisational and financial sustainability. • Ensure delivery and contextualisation of the Global campaigns working with social movements. • Policy Assurance – ensure compliance to the assurance policy and in-country government compliance. • Engage and lead major organisational processes such as the Strategy Implementation Framework (SIF) and the Long-Term Funding and Finance Strategy (LTFFS) with a particular focus of country context tailored fundraising initiatives. • Lead the implementation of the Country Transformation as per the proposed model of presence.
Steering the Senior Management Team (SMT)	<ul style="list-style-type: none"> • Develop and nurture the Senior Management Team (SMT) members in working collectively to steer the organisation to achieve strategic goals. • Provide leadership to management of Senior Management Team (SMT). • Plan and facilitate platforms and events that encourage shared leadership and team building such as Senior Management Team (SMT) retreat and solidarity events. • Create an enabling environment for innovation and performance excellence for staff. • Set and ensure performance targets for Heads or Leads of departments and other relevant staff are managed.
Typical People Management Responsibility	
Approximate number of people managed in total	

Matrix Manager – (projects/dotted line)	Yes
Team Leader	Yes
Manager of Team Leaders/Managers	Yes
What is the global remit? Operates in:	
Own country	Yes
Key Relationships to reach solutions	
Internal (to ActionAid or team)	External
Country Senior Management Team	Partner community, CBO, NGO, networks and alliances
Head of Africa	Government offices
Peer Country Directors	Peer international NGO leaders
IS staff	Donors, media
Person Specification	
Education & Certifications	<input type="checkbox"/> Master's Degree in social science, development study, management or international study or any other related field
Experience	<ul style="list-style-type: none"> • A minimum of 5 years in a senior management level in development work and poverty alleviation programmes with proven initiative, flexibility and enthusiasm in managing complex activities in a changing environment. Experience working as country director for similar organisation is essential. • Demonstrated senior management expertise, including proven ability to develop the capacities of multi-disciplinary professional teams undertaking comprehensive poverty alleviation strategy. • Proven experience in managing complex financial control and management systems with the budget size of at least 3 million GBP a year • 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. • Proven experience of working and negotiating with Government officials and/or donors at all levels. • Demonstrated experience in organisational development, programme development and implementation. • Experience in external engagements, networking, working with social movements, youth and feminist-led movements. • Demonstratable experience in leading complex change processes. • Excellent communication skills, including demonstrated ability to handle sensitive matters.
Essential knowledge and skills	<ul style="list-style-type: none"> • A strong commitment to AA's vision, mission, Theory of Change (ToC) and values, especially the right's-based approach and the principles of equal opportunity as outlined in AA's Code of Conduct. • Sound and up to date knowledge of development concepts, methodologies and techniques including demonstrated expertise in at least one specialist development field.

	<ul style="list-style-type: none"> • Excellent negotiation and communication skills, including demonstrated ability to handle sensitive diplomatic and Government level negotiations on matters affecting ActionAid Zimbabwe country programmes. • 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. • Proficiency in English and a familiarity with the context of the country as it affects development strategies. • Strong leadership and management skills • Strong analytical/Problem solving, and management of crisis, conflict and risk including policy assurances to the expectations of stakeholders. • Strong and demonstrable leadership, management and fundraising skills Strong proactive skills in civic space and in local, regional and global campaigns. • Sound grasps of feminism and feminist leadership approaches. A strong commitment to embedding feminist leadership and ActionAid's humanitarian signature. • A strong commitment to adhering to and promoting ActionAid's approach to Sexual Harassment, Exploitation and Abuse (SHEA) and other Safeguarding concerns (including child abuse and abuse of adults at-risk). • Proven initiative, flexibility and enthusiasm in managing complex activities in a changing environment.
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Desirable Knowledge and Experience	<ul style="list-style-type: none"> • Proficiency in English and other languages. • Project management is preferred • Monitoring and evaluation –preferred
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Organisational Structure (to be inserted by Mubin)

Country dependent

Competency Profile

Competency	What it looks like
Action	The desire to accept ownership and accountability, whilst getting things done well and meeting challenging goals
Planning	The ability to think ahead and decide on courses of action, ensuring that the resources required to implement the action will be available, and scheduling work required to achieve an end result
Innovation	The ability to originate, introduce and be open to, new practices, concepts, ideas and change and to continuously improve
Communication	The ability to get our points across clearly, both orally and in writing, to ensure we get our key messages across in the right way
Collaboration	The ability to work co-operatively and flexibly with others, both within and outside the organisation, demonstrating an understanding of effective team working and partnerships
Leadership & Management	The capacity to inspire others to give of their best to achieve a desired result, whilst maintaining effective relationships with individuals and teams as a whole and allocating resources

