

**SAVE THE CHILDREN INTERNATIONAL  
ROLE PROFILE**

<b>Akwande-Tuvule Development Hub Coordinator</b>	
<b>TEAM/PROGRAMME:</b> Senior Management Team	<b>LOCATION:</b> Harare
<b>GRADE:</b> 3	<b>CONTRACT LENGTH:</b> 1 year renewable
<p><b>Child Safeguarding:</b> Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people.</p>	
<p><b>ROLE PURPOSE:</b> Akwande-Tuvule Development Hub (ATDH) Coordinator is responsible for overall management of all ATDH business and the coordination of ATDH partners. The Coordinator will facilitate ATDH strategic thinking and planning, development of workplans, reporting and resource mobilisation for the hub in line with ATDH Strategy and the localisation agenda. The Coordinator is part of the ATDH Secretariate and will support Save the Children Awards and Partnership department in its work with ATDH partners. The role will ensure timely, clear and informative communication with all levels of ATDH Governance Structure. The Coordinator will provide reports to the ATDH General Meeting/Assembly and to the ATDH Council. This role will promote the visibility of the hub and work collaboratively with communications teams in the ATDH partners. The ATDH Coordinator has a representation role for the hub, ensuring good relationships with all key internal and external stakeholders.</p> <p>In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.</p>	
<p><b>SCOPE OF ROLE:</b> <b>Reports to:</b> The Secretariate (currently the Save the Children Country Director)</p> <p><b>Dimensions:</b> Save the Children has been operational in Zimbabwe since 1983. It is in transition (as of 2023) from mainly direct program implementation to implementing mainly through Local and National Actors. Akwande-Tuvule Development Hub is the localisation delivery model for Zimbabwe and is therefore of strategic importance to the Country Office.</p> <p><b>Staff directly reporting to this post:</b> none. <b>Key staff engaging directly with this post:</b> Local Partners, Country Director, PDQI Manager, Operations Manager, Thematic Technical Specialists (Health, Nutrition, Education, Food Security and Climate Change Child Protection, Child Rights Governance); Awards and Partnership Officer, ACCM Coordinator, field-based Programme Managers/Officers.</p>	
<p><b>KEY AREAS OF ACCOUNTABILITY:</b></p> <p><b>Facilitate Strategic thinking and Planning</b></p> <ul style="list-style-type: none"> <li>• Create thinking spaces for ATDH partners for composting of ideas and strategic reflections.</li> <li>• Facilitate the development of ATDH strategic plans and implementation modalities for respective pillar strategies .</li> </ul>	

**SAVE THE CHILDREN INTERNATIONAL**  
**ROLE PROFILE**

- Promote a culture of systems thinking, eco-mutualism philosophy and the hub's value proposition to its eco-system.
- Establish and implement ATDH strategy score card
- Ensure both the department and spirit of ATDH business meets the localisation standards and benchmarks in Save the Children Zimbabwe Localisation Strategy and the Global Guidance.

**General Management Of ATDH Business**

- Coordinate all aspects of the hub's work with its member/ partners.
- Coordinate and provide secretariat services to all ATDH business and meetings.
- Collaborate with SC Awards and Partnership department in creation of a detailed ATDH partners data base with all the required profile details of individual organisations.
- Ensure effective functionality of the ATDH Governance Structure
- Organise and support the meetings of the ATDH General Assembly and the ATDH Executive Council
- Prepare and present relevant ATDH reports to the General Assembly and to the ATDH Executive Council
- Promote learning and networking among ATDH partners.
- Work in collaboration with Awards and Partnership Team in conducting Organisational Capacity Assessment for ATDH partners and subsequent Organisational Capacity building work plan.
- Work collaboratively with Operations Manager to develop Save the Children programming and operating model and implementation framework for working with local partners.
- Work collaboratively with PDQ and MEAL to develop and implement ATDH M & E systems.
- Work with PDQ and MEAL to conduct periodic Real Time Review of ATDH to identify operational challenges and opportunities for adapting to evolving country context.
- Provide leadership in the development of partner friendly localisation policies and systems, working in collaboration with all relevant stakeholders.
- In collaboration with CRG and other thematic Technical Specialists ensure that voices of children are heard, and they are active participants in ATDH.
- Work with ACCM Coordinator to develop and implement ATDH Advocacy approach.
- Ensure that ATDH gets the required technical support for from both SCI and other external sources.
- Build alliances and partnerships with other NGOs/Networks in the country for the support of ATDH.
- Develop and maintain a network of external contacts with key individuals in the government, NGO sector, civil society, academia and the media.
- Carry out the responsibilities of the role in a way that reflects Save the Children's commitment to safeguarding children in accordance with the Child Safeguarding Policy.
- Actively participate in relevant internal meetings such as Programme Review Meetings, Weekly PDQ and Operations team meetings and/or Field Office meetings, as required. Participate in any donor meetings and visit to project(s) in search of opportunities for ATDH.
- Demonstrate behaviours that are consistent with ATDH's Mission, Vision and Values
- Monitors and pro-actively tracks and manages the ATDH's budget to ensure cost efficiency and effectiveness whilst avoiding budget overruns

**SAVE THE CHILDREN INTERNATIONAL  
ROLE PROFILE**

**Visibility and Communication**

- Ensure highest visibility of ATDH, working the ACCM team.
- Support ACCM and IT in the provision of content for the ATDH website.
- Develop and implement a plan for the media and communications capacity building of ATDH partners, working in collaboration with ACCM team.
- Draft media briefings, talking points, Q&As, press releases and media statements on ATDH.
- Work with the Technical Specialists to ensure the collection and documentation of interesting ATDH case studies, success stories, lessons learnt from working with partners for use in resource mobilisation, advocacy, media work and for quality reporting purposes.
- Represent ATDH in coordination meetings, networks and Government forums.

**Monitoring, Evaluation, Accountability and Learning**

- Develop and track indicators for the localisation strategy and ATDH work plans.
- Ensure regular monitoring and reporting on the progress of ATDH including sharing of case studies and success stories.
- Facilitate reporting process documentation of ATDH process, lessons learnt and best practices.
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**Resource Mobilisation**

- Identify and research information on new funding opportunities for ATDH from private sector, bilateral, multi-lateral, and other institutional donors.
- Directly involved in the development of proposals and concept notes for funding the ATDH. Effectively manage collaboration amongst ATDH partners and Save the Children teams and Members when preparing concept papers, including budget development.
- Align go/no go decisions and programme design to agreed priorities on the ATDH Strategy and Workplan
- Facilitate selection of members for joint proposal development.
- Ensure as much as is possible, that every proposal has a provision for the support of ATDH operational costs.
- Participate in donor meetings, as needed, to share on ATDH initiatives.

**Safeguarding**

- Carry out the responsibilities of the role in a way which reflects commitment to safeguarding children, communities and staff.
- Ensure Safeguarding is budgeted and incorporated into all proposals and programmes
- Ensure systems are developed for overseeing, assessing, documenting and monitoring Safeguarding in all activities ATDH projects.
- Ensure children and their communities are aware of the conduct to expect of ATDH member staff and how to raise concerns

**Other**

- The post holder will be responsible to fulfil any other duty assigned by the Operations Manager or Country Director, within reasonableness.
- Comply with Save the Children policy and practices requirements with respect to health, and safety, child protection, equal opportunities, anti-fraud policy, and other relevant policies and

**SAVE THE CHILDREN INTERNATIONAL**  
**ROLE PROFILE**

procedures. He/she will endorse and support Save the Children's Child Safeguarding Policy in all activities.

**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**

- Bachelor's degree in an area of social development, political science or equivalent.
- Experience 5 years in working with the local partners or Civil Society Organisations
- Experience of working within networks and coalitions.
- Understanding localisation agenda and its dimensions
- Understanding of systems thinking and Eco mutualistic approach to humanitarianism.
- Excellent English and local language skills.
- An ability to synthesise complex information into concise and compelling policy briefing notes, and advocacy documents.
- An ability to coordinate and work with diverse groups of people based in multiple locations.
- An ability to manage complex workloads and stressful situations.
- Good personal organisational skills, including time management and ability to meet deadlines, and work under pressure.
- Demonstrable ability to communicate effectively both verbally and in writing in English including familiarity with production of detailed reports and strategic plans using Word and PowerPoint.
- Experience in promoting children's rights, including participation in programming, design, implementation and evaluation.
- Experience of working within budget constraints and managing budgets.
- Excellent interpersonal skills and demonstrated ability to lead and work effectively in a team environment.
- Good knowledge of Zimbabwe context.

**SAVE THE CHILDREN INTERNATIONAL**  
**ROLE PROFILE**

- Commitment to Save the Children values, including willingness to abide by and enforce the Child Safeguarding policy.

**Desirable**

- Experience in designing, conducting research work related to evidence building
- Information Communication Technology advanced skills
- Information graphics design expertise or proven experience

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