

*The following provides guidance on development of role profiles. This guidance should be used when completing the template. (Please use font Gill Sans MT size 11)*

<b>TITLE:</b> Project Manager - Acting Together for Responsive and Integrated Systems for children's access to Education in Emergencies (ARISE) project	
<b>TEAM/PROGRAMME:</b>	<b>LOCATION:</b> Harare
<b>GRADE:</b> 3	<b>CONTRACT LENGTH:</b> Project ends March 2027. Contract length will be subject to performance and funding.
<b>CHILD SAFEGUARDING:</b>  <p>Level 3: the post holder will have contact with children and/or young people <u>either</u> frequently (e.g. once a week or more) <u>or</u> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
<b>ROLE PURPOSE</b> <p>The Acting Together for Responsive and Integrated Systems for children's access to Education in Emergencies (ARISE) in Southern Africa Project covering Malawi and Zimbabwe aims to strengthen the resilience, wellbeing, and learning of girls and boys through a multi-country, integrated approach to education in emergencies, child protection in emergencies, and mental health and psychosocial support. The programme has a strong focus on strengthening preparedness and anticipatory action frameworks at a systems level to minimize disruptions to children's learning during crises.</p> <p>The Project Manager will be responsible for implementing, coordinating and overseeing the project in Zimbabwe. S/he will support in being the operational link between partners at the district level for monitoring, reporting, representation, and information sharing in line with the project document.</p> <p>The postholder will ensure the quality of the implementation of the project with support from the Senior Programme Manager. S/he will facilitate and coordinate the day-to-day implementation of the project in the Mangwe and Chipinge districts. S/he will implement and coordinate the national, provincial, district and community level activities working with the Education in Emergency Cluster, Child Protection Working Group, Schools Safety team and relevant government line Ministries.</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>	
<b>SCOPE OF ROLE</b>  <p><b>Reports to:</b> Senior Programme Manager for the Programme Management Unit (with dotted line to Operations Manager)</p> <p><b>Staff reporting to this post:</b> None</p> <p><b>Indirect :</b> Driver</p> <p><b>Budget Responsibilities:</b> Euro 1,200,365.00</p> <p><b>Role Dimensions:</b>  Works collaboratively with SCI management, SCI Member, project partners and in liaison with the following line Government of Zimbabwe Ministries:- Ministry of Primary and Secondary Education, Ministry of Public Service, Labour and Social Welfare.</p>	

## KEY AREAS OF ACCOUNTABILITY

### Overall Project Coordination and Management

- Facilitate the implementation of the project providing timely and ongoing support, guidance, and leadership to the project implementation team, including the partners and relevant ministries.
- Ensure that Save the Children complies with donor(ECHO) and SCI regulations on the project, including submitting high-quality and timely reports.
- Ensure that the project has effective Monitoring, Evaluation, Accountability, and Learning (MEAL) practices throughout the project cycle.
- Ensure tight financial oversight of the project budget, maintaining timely expenditure in line with agreed priorities and donor guidelines.
- Supervise the partner teams and provide necessary guidance to ensure that project targets are met.
- Maintain links with the following thematic areas in areas of operation :education, nutrition, protection, gender and child rights governance.
- Support the analysis of BvA and ensure the KPIs are on track.
- Establish and maintain strong relationships with local project implementing partners, including government agencies, community-based organizations, and other stakeholders, to facilitate project implementation and sustainability.
- Conduct thorough assessments of the local context, including cultural, social, economic, and political factors, to inform project design and implementation.
- Develop and implement strategies for meaningful community engagement, ensuring that local voices are heard and that projects are implemented in a participatory and inclusive manner.
- Review and adapt project materials, including, communication materials, and monitoring tools, to ensure embedding of localisation principles and approaches.

### Project Implementation

- Overall responsible for the implementation of the ARISE project activities ensuring activities are delivered on time, on budget and in compliance with the design and ECHO regulations.
- With technical guidance from the MEAL, Education and CP and CRG Technical Experts, ensure implementation of SCI and partners (Bantwana and Simukai) activities are consistent with acknowledged good practise and achieve sustainable results.
- Develop workplans, procurement plans and distribution plans for all the supplies procured under this project in liaison with the partners.
- Identify, highlight and follow up on capacity needs assessment and capacity building plans for partners.
- Contribute to Child Protection needs surveillance in the targeted districts updating the situation analysis for resource mobilisation.
- Ensure coherence of the project activities implementation to the SCI Humanitarian Plan and Emergency Preparedness Plan (EPP) especially for indicator monitoring.
- Use appropriate project management and M&E tools (detailed implementation plan, Logframe, Monitoring and Evaluation plan, and specific tools designed for measurement of project indicators to plan, review, and track implementation progress on project implementation and use of project resources.
- Ensure high quality facilitation of training and systematic post-training supportive supervision

- Attend relevant inter - agency, sector coordination, and representational meetings as required at National and district level e.g. Education in Emergencies Cluster, Child Protection Working Group Meetings, District Child Protection Committee meetings.
- Update project implementation progress on Project Reporting Information, Management and Evidence (PRIME) System and produce monthly activity reports and donor reports.

### **Project Monitoring, Evaluation, Accountability and Learning(MEAL)**

- Identifying best practices and ensuring inter-sectoral complementarity and sharing.
- Ensure that regular project review meetings take place and are attended by the relevant staff.
- Ensure that monitoring, evaluation and learning systems provide information in the appropriate form and at the right time to allow for effective decision making
- Ensure that Save the Children International (SCI) program quality standards, particularly integration of child protection, gender and agency core competencies such as MEAL, are adhered to in projects.
- Support an effective mechanism for collecting and responding to feedback from the communities and project participants.
- Provide ongoing and one-off technical support and advice to partners as needed
- Organize workshops, seminars, and Project Learning Group meetings at thenational and district levels

### **Reporting**

- Lead in project reporting processes supporting partners better understand the reporting format of the donor(ECHO).
- Coordinate with the Awards team to conduct regular meetings on preparing reports to ensure quality reporting
- Oversee review of reports submitted by the partner for consistency and quality; provide feedback to ensure high-quality reports
- Compile the partner and SC reports into one donor-ready report package and submit it to the SPM, Project PMU and awards for review.
- Ensure the production and timely submission of evidence-based and high-quality technical/narrative and financial reports to be submitted to the donor and shared back to partners
- Work with the project team and partners in synthesizing critical progress and challenges; key mainstreaming issues such as the centrality of protection, Gender, disability and inclusion, and child rights governance present issues that require decision-making by the Steering Committee and propose actions.

### **Localisation**

- Support identifying the knowledge and technical gap in EiE and ensure support is provided/mobilized.
- Work closely with relevant line ministries/departments (Ministry of Public Service Labour and Social Welfare – Department of Social Development, Ministry of Primary and Secondary Education, Department of Civil Protection) and implementing partners
- Ensure localization principles are put into action and practice.

### **Child Safeguarding**

- Ensure children and their communities are aware of conduct to expect of SC staff and how to raise concerns.
- Inform all beneficiaries ongoing, age-appropriate verbal or written information in relevant languages about the conduct they can expect of Save the Children staff/representatives in relation to the Child Safeguarding Policy and Code of Conduct

### **Risk Management**

- Identify any risk of, or suspected incident of, child safeguarding, sexual exploitation, abuse, fraud, and report for purposes of risk mitigation.
- Pay special attention to the financial risk by analyzing the BvA and immediately address the challenges seen
- Follow on the unsafe programming and related Safeguarding ensure, ensure this is well communicated, and support sorting out and resolving
- Escalate risks to the Senior Management, where challenges or risks cannot be managed at the field level and require high-level, national attention.

### **BEHAVIOURS (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 their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

#### **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; demonstrates highest levels of integrity

### **QUALIFICATIONS**

- A Master's degree in social sciences.
- A bachelor's degree with a bias towards Education will be an added advantage.
- Project management and or Monitoring and Evaluation post qualification is desirable

### **EXPERIENCE AND SKILLS**

#### **Essential**

- Extensive experience in integrated programming especially of Education in Emergencies, Child Protection in Emergencies and MHPSS coordinating or managing ECHO funded projects.

- At least 6 years working with an international organization at the same or related level 3 of which should be in the EiE portfolio.
- Previous experience and strong skills in teacher training ,curriculum development or stakeholder and community engagement.
- Familiarity with the national CP standards e.g. Zimbabwe National Case Management System, National MHPSS guidelines, etc
- Familiarity with key international standards for humanitarian work e.g. e.g. Minimum Standards for Child Protection in Humanitarian Action, SPHERE, MHPSS IASC guidelines, Inter-agency guiding principles on UASC, etc.)
- Experience in Anticipatory Action and Disaster Risk Reduction programming
- Experience working with national and local actors/partners including line ministries
- Familiar with the country's National Education System and updated on the education changes in Zimbabwe.
- A good understanding of the SC mandate and child focus, and an ability to ensure this continues to underpin our support

#### **Desirable**

- Good knowledge and experience using established inter-agency standards or SCI packages in EiE, MHPSS, CP such as the Life Skills, DRR, etc.
- Experience in monitoring and evaluating intergrated emergency projects in emergency, transition, and development contexts.
- Experience in representation and ability to represent SC effectively in external forums
- Experience in working with and supporting local partners.

#### **Additional job responsibilities**

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

#### **Equal Opportunities**

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

#### **Child Safeguarding:**

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

#### **Health and Safety**

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

**JD written by:**

**Date:**

**JD agreed by:**

**Date:**

**Updated By:**

**Date:**

**Evaluated:**

**Date:**