

TITLE: Knowledge Management and Impact Manager	
TEAM/PROGRAMME: Programme Development and Quality	LOCATION: Dar-es-Salaam with frequent travel to the field
GRADE: 2	CONTRACT LENGTH: 1 year, renewable
<p>CHILD SAFEGUARDING: Level 3: ✓ the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> 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>	
<p>ROLE PURPOSE:</p> <p>Save the Children is the world’s leading independent organisation for children. We work in 120 countries. We save children’s lives; we fight for their rights we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.</p> <p>The Knowledge Management and Impact (KMI) Manager represents a crucial aspect of programme development and quality management within Save the Children Tanzania. He/she will take overall responsibility for the strategic direction, leadership and coordination of Save the Children Tanzania’s Knowledge Management (KM), and impact portfolios. He/she will ensure that KM and Impact feed into country office strategy & planning, oversee the KM system, ensure impact is prioritized during project design and delivery, participate in proposal development & lead on documentation, reporting and dissemination of progress in the 2 areas of KM and Impact. He/she rolls out a system for monitoring organisational progress against the Programme Quality Standards and develop and implement a realistic dashboard of indicators to regularly feedback on progress.</p> <p>She/he will assume the overall responsibility for the growth and development of the impact portfolio, including training for staff implementing in the field and operations research to test new approaches or the application of approaches in Tanzania. The position is a core actor in mobilising new resources for the CO. He/She will ensure all aspects of projects use relevant innovations to deliver and document programmes for children in Save the Children Tanzania Country Office. He/she will lead in building partnerships and networks with relevant partners, start-ups and learning institutions to build or enhance SCI KM and Impact capacity, capability and knowledge.</p> <p>This position will demand a highly motivated, detail-oriented individual who will be able to solve challenges, communicate effectively and work effectively across departments.</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: Director of Programme Development and Quality</p> <p>Dimensions: Save the Children has been operational in Tanzania (starting in Zanzibar) since 1986. It is currently implementing a strategic plan (2022-2024), with an overall funding ambition of approximately \$40 million.</p> <p>The KMI Manager is a key position for the SC Tanzania country office to drive the finalization and implementation of our Country Strategic Plan (CSP) pivot changes around impact and supporting the delivery of the CSP through effective knowledge management as well as to provide intensive technical expertise to uplift the areas of KM and Impact. The position will work very closely with the Technical Specialists, New Business Development (NBD), Advocacy, Campaigns, Communications and Media (ACCM), Monitoring, Evaluation, Accountability and Learning (MEAL) and Operations teams to identify</p>	

opportunities, mobilise resources, set up systems, implement, document and disseminate interventions. The Manager will liaise with Regional KM and MEAL advisers to advance the agenda.

Staff directly reporting to this post: to be determined

KEY AREAS OF ACCOUNTABILITY:

Strategic Planning and Programme Development

- Be fully aware of and actively participate in the development and review of country strategy and thematic programme plans. Specifically lead the development and implementation of the KM, and impact strategies in collaboration with other technical sectors.
- Build on technical knowledge, personal understanding of relevant policies and services in Tanzania, and current/previous programming to develop projects for funding in close coordination with the programme quality team (including MEAL). Ensure all new programming supports the achievement of Save the Children strategic and thematic objectives in both development and humanitarian contexts. Maintain a gender sensitive lens and work towards gender equity in programmes. All programming must reflect the Government of Tanzania's priorities (or influencing updates in policy) and be aligned to building their capacity to effectively provide services to all Tanzanians.
- Analyse donor priorities and positions on issues related to KM & impact; identifying funding opportunities and developing/maintaining contacts with potential donors, partners and key technical agencies. Ensure that new partnerships in this technical area reflect the programme quality we expect of ourselves.
- Ensure all concept notes and proposals have robust learning agenda, have integrated innovations and are designed to achieve impact.
- Ensure that programme strategy supports and demonstrates good practice in child safeguarding and gender mainstreaming.
- Using a child rights programming lens, ensure that our programming is built around the Theory of Change and aligns with Global Initiative strategic directions.

System Design and Uplifting Knowledge Management and Impact

- Lead on the development and oversee the roll-out of an organisational KM and Impact strategy (including for Humanitarian Emergencies) in line with Save the Children's standards and ensuring accountability to donors and beneficiaries.
- Develop strategic and operational plans for impact or KM processes.
- Ensure establishment of key indicators for each project and tracking of data across projects to establish the broader impact on children from all interventions, using a regular dashboard approach for Senior Management monitoring.
- Promote all aspects of KM and Impact to support the creation of an organisational culture which prioritises learning, quality, innovative and impactful programming, including alignment with Save the Children's Programme Quality Framework.
- Build strong relationships with colleagues and provide support as required to ensure KM and Impact systems are understood and supported at country office level.
- Work closely with the field office teams to ensure that the established systems becomes an integral element of project implementation leading to enhanced learning, quality, innovation and impact, including feeding into new proposal development and sharing lessons learned.
- Drive the implementation of the Impact Strategy by:
 - Supporting Technical Specialists to prioritize, explore impact in each thematic area
 - Identify and develop field-proven impact solutions, processes, products and services for consumption/adoption

- Facilitate sharing of knowledge and learnings of how impact is being generated, documented and disseminated internally and externally
- Continuously monitor on-going KM and impact initiatives within and outside the organisation and champion best practices in implementing solutions.
- Promote initiatives that promote a culture of learning, innovation and creativity across the Tanzania Country Office.

Programme Quality

- Monitor and provide timely, relevant, accurate input on overall technical aspects of Save the Children programme work in Tanzania. The position will be required to travel 30-40% of the time to Save the Children field locations.
- Liaise with the Programme Operations department to ensure all programme staff receive the necessary and appropriate technical support. In consultation with staff and project managers agree on the range of advice, support, training and/or other assistance required from you to facilitate learning and high quality, innovative and impactful programming and ensure it is delivered in a timely fashion. This will involve regular visits to Save the Children operational areas.
- Assist in the development of tools for project staff and partners to improve KM and impact. Where necessary provide technical training for project staff and partners as required.
- Where external consultants (local or international) are required to technically support or monitor and evaluate projects, lead the recruitment and subsequent management of contracted consultants as per the recruitment guidelines.
- Review relevant monitoring reports to donors to ensure that technical debates are well articulated, and reports are of acceptable quality before submission. Provide support where necessary to improve report-writing skills.
- Provide input on partner selection and coach partners in programming principles.
- Analyse and provide feedback on programme implementation to ensure gender equity and adequate child participation.

Lead communications and external representation

- Provide internal communications support across projects showcasing KM and impact successes, lessons learnt and efforts
- Monitor and disseminate external KM and impact trends/conferences/funding opportunities and key insights
- Provide support for the development/updating of donor materials related to KM and impact fundraising efforts
- Support knowledge sharing across by capturing and sharing best practices, success stories and lessons learned
- Write communications materials for diverse and relevant audiences
- Represent Save the Children in any relevant external networks with partners, donors and government
- Maintain a continuous mapping of potential CSO partners to advance our work
- Work with relevant government institutions to promote protection of innovation ideas through intellectual property initiatives

Other

- Participate actively in PDQ programme meetings, planning and review activities, providing enhanced insight into programming.

- Actively participate in key relevant internal meetings such as Quarterly Programme Review Meetings, BVA review meetings and Field office meetings as required. Participate in any donor visit to project(s) within the country office portfolio, as required.
- Ensure the recruitment and training of KM and Impact programme staff in technical areas of expertise as appropriate and ensure availability of appropriate professional development opportunities.

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 AND EXPERIENCE

- Bachelor's degree in social sciences, statistics, management information systems, information technology or computing sciences, entrepreneurship, journalism or other relevant courses etc.
- 5-7 years relevant experience leading design and implementation of innovative programming approaches, knowledge management, impact measurement and MEAL
- Demonstrated experience in implementing systems for KM or impact measurements.
- Technical expertise in KM or impact.
- Demonstrated experience of developing and managing relationships and funding from donors such as FCDO, USAID, World Bank or other development or humanitarian partners.
- Demonstrated experience working with national and/or regional level government structures to strengthen the capacity of the government to deliver services.
- Demonstrated experience of project design and proposal development.
- Strong English communication and interpersonal skills, especially working with multicultural teams.
- Experience in building personal networks, resulting new opportunities for the organisation.
- Commitment to the Save the Children values and willingness to abide by Save the Children's Child Safeguarding Policy.
- Fluency in English and Kiswahili, both verbal and written, required.

DESIRABLE:

- Exposure to NGO project design and delivery: 3+ years with development and humanitarian projects.

- Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures.
- Strong results orientation, with the ability to challenge existing mindsets.
- Experience of solving complex issues through analysis, definition of a clear way forward and ensuring buy in.

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.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy

Health and Safety

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

APPLY HERE