|  |
| --- |
| **JOB TITLE:** Director of Advocacy Campaigns Communications and Media |
| **TEAM/PROGRAM:** Advocacy Campaigns Communications and Media | **LOCATION:** Kinshasa with travel to Kasai, North and South Kivu and Ituri |
| **GRADE**: International 3 | **CONTRACT LENGTH:** 2 years |
| **CHILD SAFEGUARDING:** Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g., once a week or more) or 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. |
| **ROLE PURPOSE:** The Director of Advocacy, Campaigns, Communications and Media is a key role in the DRC CO, bringing strategic leadership on policy, advocacy and communications and raising the profile of the issues facing children in the DRC, and of Save the Children’s work in the country. The job holder is a member of the Senior Management Team and will drive advocacy and communications to advance Save the Children’s policy positions and influence decision-makers, both at national level and internationally. In so doing, the Director of ACCM will shape and implement Save the Children’s efforts to influence and bring about change in the awareness, attitudes, behaviours and policies related to the rights of children in DRC. 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. |
| **SCOPE OF ROLE** Save the Children began working in the Democratic Republic of the Congo (DRC) in 1994 when the conflict started in the east of the country. The DRC is acknowledged to be one of the most difficult countries for children to grow up in. Access to essential services is very limited and children are subject to widespread exploitation and abuse, including recruitment into armed groups, forced labor, sexual abuse and abandonment. Save the Children operates in Kinshasa, Kasai Oriental, Lomami, South Kivu, North Kivu and Ituri). Our programs are mainly rural, and humanitarian oriented in the eastern part of the country while the work in the west is urban and development oriented. Save the Children’s thematic priorities are Child Protection, Child Rights Governance, Child Poverty, Education, Health, and Nutrition.**Reports to:** Country Director and is a member of the Senior Management Team (SMT)**Staff directly reporting to this post**: Senior Advocacy and Campaigns Advisor and Communication and Media Manager (who also have several staff reporting to them as part of the ACCM Team). |
| **ANNUAL GROSS SALARY LEVEL:** $47000 - $82000 (offer will be based on experience/internal equity and financial availability. SCI offers a competitive benefits package outside of salary). |
| **KEY AREAS OF ACCOUNTABILITY:** * The Director of ACCM is accountable for all advocacy, policy, campaigns and communications/media work of the DRC CO and provides strategic direction and vision for SCI DRC CO advocacy and communications work as well as for the ACCM Team.
* Brings strong leadership to ensure the ACCM team is well functioning and able to achieve its priority objectives, and provides guidance, support and mentoring to the ACCM Team members.
* Key member of the SMT and ensures productive working relationships between ACCM and other teams in the CO.
* Ensures that Save the Children is a leading voice speaking out for children and affected people in DRC during humanitarian crises, through the production of compelling media, communications, and advocacy products, among other initiatives.
* Develops and implements systems and processes to ensure that advocacy and communications are evidence based and built from the programs and experience at field level.
* Ensures that all staff in the country office are aware of and properly understand the approved advocacy strategy and can actively contribute towards its objectives.
* Strengthens internal communications and brand visibility within the CO and builds a network across the Save the Children members in order to raise the issues in DRC to global levels.
* Builds a network at country level with external organizations, donors, UN agencies and other key stakeholders and works to raise the visibility of SCI in the humanitarian community and with the public.
* Undertakes high level representation in country with donors, ministries, UN agencies, NGOs and is the main focal point for contact (maintains database of contacts and shares advocacy and comms content and products).
* Build alliances and partnerships with other NGOs in country to undertake coordinated advocacy.
* Leads specific advocacy initiatives, including for Safe Schools Declaration advocacy and the DRC Joining Forces Alliance, plus other initiatives as needed
* Leads risk and crisis communications for the DRC CO when needed.
* Focal point for ensuring advocacy and comms is included in proposal development and is meeting relevant KPI requirements.
* Responsible for ACCM team performance, development, and wellbeing.
 |
| **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*** Strong leadership and management expertise demonstrated success in team building, capacity building of staff and mentoring and prior experience in senior management teams.
* Significant experience of planning and implementing successful advocacy and campaigns work in humanitarian contexts.
* Ability to prioritize during humanitarian crises and drive the production of compelling communications and advocacy products at short notice to respond to crises as they occur.
* Expert at networking and building alliances both within organizations and externally with peer organizations, UN agencies and donors.
* Deep understanding of key humanitarian actors - including UN agencies and bilateral donors - and how they coordinate and operate.
* Excellent command of French and English, both verbal and written.
* Proven experience of external representation and lobbying of high-level targets.
* synthesize complex information into concise and compelling policy briefing notes and advocacy documents.
* Proven experience of using media for advocacy purposes.
* Ability to coordinate and work with diverse groups of people based in multiple locations.
* Ability to manage complex workloads and stressful situations.
* Good personal organizational skills, including time management, and ability to meet deadlines and work under pressure.
* Information Communication Technology advanced skills
* Commitment to and understanding of Save the Children International’s aims, values and principles.
* Working experience in DRC or other countries of the Great Lake’s context in challenging and insecure areas.
 |
| **Additional responsibilities**: The duties and responsibilities described above are not exhaustive and the incumbent may be required to perform additional duties to the extent that their level of competence and experience warrants. |
| **Equal opportunities**: The post holder is required to perform his/her duties in accordance with SCI's policies and procedures on equal opportunities and diversity. |
| **Child safeguarding**: We must keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to protecting children from abuse. |
| **Protection of our staff**: The incumbent is required to perform his/her duties in accordance with SCI's anti-harassment policy. |
| **Health and safety**: The role holder is required to carry out their duties in accordance with SCI's health and safety policies and procedures |
| **Procurement Manual and Policy:** Insofar as ICS staff are involved in the procurement of goods and services (mainly, but not exclusively, supply chain/purchasing, programs, departmental budget officers and finance), the incumbent must refer to the procurement manual and policies of his/her day-to-day work. |
| **JD written by: Misty Buswell** | **Date:** |
| **JD agreed by:** | **Date:** |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |

**Female applications are strongly encouraged.**