**Programme Officer – Health Legacy**

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| **Location** | Juba, South Sudan with 50% time in the field | **Department** | | International | |
| **Reports to *(Job Title)*** | Senior Programme Manager | **Salary Band** | | D | |
| **Matrix manager (if applicable)** | Click here to enter text. | [**Competency level**](https://christianaid.sharepoint.com/teams/hr/HRteam/_layouts/15/WopiFrame.aspx?sourcedoc=%7B534B1E8B-C29D-48EE-B78D-085B7B352509%7D&file=Christian%20Aid%20Competency%20Framework.docx&action=default&IsList=1&ListId=%7BA10E9630-B9D4-4AA2-86E9-19B5221A13E9%7D&ListItemId=2915) | | 2 | |
| **Role definition** | | | | |
| **Role purpose**  To provide strong leadership to partners in the management, implementation, monitoring, evaluation as well as coordination of Christian Aid’s 3 years Community Health project in Aweil North and Barmayen, also known as the Ellis-Hadwin Health Legacy. Secure strong synergy with other thematic areas such as Gender, HIV/AIDS, livelihoods and WASH by ensuring programme quality and impact. The position will ensure effective disbursement and management of funds to partners implementing the Health Legacy project, capacity building of partners, timely and appropriate accompaniment support and strict donor compliance by partners and staff. To ensure Christian Aid is actively represented in appropriate government and partners led stakeholder’s coordination forums and clusters such as of Health, Gender and networks including, SUN-Civil Society Alliance (CSA) forum where Christian Aid is a secretariat. To actively promote communications and participate in fundraising initiatives aimed at expanding the health programme and overall Christian work in South Sudan (CASS). The post holder will work closely with the other Programme Officers and Senior Programme Manager to support and strengthen the overall health programme and impact of the CASS programme  **Key outcomes**   * Effective and efficient delivery of the Ellis Hadwin Health Legacy project by partners and CA South Sudan. * Partners have the competence and confidence to implement and generate learning from the main approaches of the Ellis Hadwin Health Legacy project-including Adaptive programming * Timely and high-quality reporting both internally and externally. * Effective representation in health and gender clusters and other appropriate fora and network including SUN-CSA * Strong synergy and complementarity with other CA programmes and thematic areas * Timely and appropriate accompaniment support to partners. * Positive relationships maintained and developed with partners through effective communication. * Partner capacity development through training and mentorship * Strong linkages maintained between partners work and advocacy, communications and fundraising activities in the Africa Division and the UK * Project-wide digital M&E system adapted by the implementation partners. * Collaborates with the Christian Aid M&E staff to ensure consistent and effective communication including case studies and success stories are collected and used to inform new projects, advocacy and communications and shared widely through internal CA platforms. * Summarises annual lessons learnt across projects to feed into annual reporting and project/programme review and design. * Effective contribution to donor reporting as well as annual programme reporting * In collaboration with finance, ensure compliance with financial policies and procedures including reporting requirements and partner audits. * Ensure compliance on budgets, funding and donor requirements. * Any other responsibility assigned undertaken   **Role agility**   |  |  |  | | --- | --- | --- | | **Expected travel per annum** | Up to 50 days | **On call/unsocial hours** Choose an item. |   **Surge capacity for emergency responses** Choose an item.  In order to respond to ever changing demands within the environment, Christian Aid operates within an agile framework (both in workforce and operational) that requires from all employees, a high level of responsiveness and adaptiveness to processes and structures making flexibility and a project based working approach the norm. To sustain this system, managers may/will agree further details of specific tasks and duties as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility, and employees may be required to change the focus of their role from time to time. | | | | |
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| **Role context** | | | | |
| |  | | --- | | The role works within the international programmes role family and the wider programme managementremit. This role is key in delivering the Community Health outcomes under the Health Legacy projects of Christian Aid South Sudan. The Health Legacy projects in Aweil North (Ariath) and Barmayen and possible expansion of CA Community health work within the broader country programme in South Sudan. It will require coordination and collaboration with other programme staff with expertise on Gender and Inclusion, HIV, Nutrition, WASH, food security and livelihoods to deliver an inclusive results. By providing strong leadership to partners througout the project cycle as well as supporting capacity building to CA partnerships and programmes in South Sudan, the role is an integral part of CA country programme plan to strengthen its footprint in various networks and platform with focus on health, Gender and Inclusion. | | | | | |
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| **Role requirements** | | | | |
| **Relationships**  **External** Work with partner staff and institutional donors.  **Internal** The position is line managed by the Senior Programme Manager, In the areas of responsibility, the role holder develops relationships with Senior Programme Manager, and other staff such as the Funding Manager, Programme Officers, Project Officers, Programme Finance Officer and Finance Manager. The post holder will work closely with the Health Programme Manager- Africa based in Nairobi and managing the overall Health Legacy portfolio. | | | | |
| **Decision making**  **Budgetary/savings responsibility** Click here to enter text. Outline the amount of budgetary/savings responsibility this role is accountable for.  In collaboration with the Programme Officer-Health and Nutrition, the Programme officer- Health Legacy will work and support partners on budgeting and budget re-alignment where appropriate, promoting compliance with overall grant’s management as per the Christian Aid and donor guidelines. The post holder design appropriate monitoring and evaluation plan with the partners and tools for each project which will be share with the programme Officer. Appraise, monitor and review projects in line with CA requirements. | | | | |
| **Analytical skills**  The role's primary mandate is to ensure effective project cycle management through the partners project implementation. This calls for walking with the partners, critical analysing of partner reports including budgets and providing appropriate and timely feedback, making critical and analytical observations on implementation progress and prescribing appropriate remedy to challenges associated with project implementation. Use of participatory community appraisal tools and analytical tools in Community Health programme including digital platform would be an added advantage as this will strengthen the quality of performance and overall programme results delivered by partners through skills transfers. Ability to locate and collect data from appropriate sources and analyse it to create meaningful reports for sharing. | | | | |
| **Developing self and others**   |  |  |  | | --- | --- | --- | | **Number of Direct reports** 0 |  | **Overall people management responsibility** Click here to enter text. |   The role is responsible for supporting partners implementing the Health legacy projects staff and to improve and enhance performances for achieving project desired outcomes. | | | | |
| **Role related checks**  **Child protection clearance** Choose an item. **Counter terrorism screening** Choose an item. | | | | |
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| **Person specification** | | | | |
| **Applied skills/knowledge and expertise**  **Essential**   * Bachelor degree in Public Health or relevant discipline and experience of at least 4 - 6 years in health and development programming. * Good knowledge of Community Health and Public Health programming. * Strong programme cycle management expertise. * Knowledge and experience in managing and working through partnerships for development * Understanding and application of governance, power, gender and inclusion, HIV/AIDS and rights in programming * Familiarity with programme cycle management approaches and tools – including participatory planning, monitoring and evaluation * Significant experience in international development in planning and executing monitoring, evaluation and operational research embedded within development interventions. * Emergency relief, preparedness and humanitarian aid and their link to development work * Experience of facilitation, training and network building   **Desirable**   * Post graduate qualification in a relevant field * Field experience in project implementation. * Understanding of partnership approach to international development * Network and alliance building | | | | |
| **Digital/IT competencies required**   |  |  |  |  | | --- | --- | --- | --- | | **Word, Excel, PowerPoint** | Intermediate | **Web content design & development** | Intermediate | | **Internet based collaboration tools and video calling** | Basic | **Social Media** | Intermediate | | **Data Visualisation** | Advanced |  |  | | | | | |
| **DATE CREATED** | | | 19/04/2018 | |

**Application Process**

Please express your interest to this post by applying through Christian Aid’s online recruitment system on the website [www.christianaid.org.uk/jobs](http://www.christianaid.org.uk/jobs)

**Enquiries can be mailed to**: [jubarecruitment@christian-aid.org](mailto:jubarecruitment@christian-aid.org)

**Application deadline**: 13th June, 2018