**Re-Advert-Programme Officer – Nutrition & Livelihoods**

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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 nutrition sensitive programme in Aweil North and Nyal. Secure strong synergy with other thematic areas such as food security, livelihoods and WASH as well as ensuring programme quality and impact. The position will ensure capacity building of partners, timely and appropriate accompaniment support and strict donor compliance by partners and staff. To ensure Christian Aid is active in appropriate coordination forum, Clusters and networks including SUN-Civil Society Alliance (CSA) forum where Christian Aid is a secretariat. To participate in other fundraising initiatives aimed at expanding the programme and overall Christian work in South Sudan.  **Key outcomes**   * Effective and efficient delivery of the programme by partners. * Timely reporting both internally and externally. * Effective representation in Nutrition 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 UK and elsewhere * Project-wide digital M&E system adapted by the implementation partners. * Support the Christian Aid M&E staff to ensure case studies and success stories are collected and used to inform new projects, advocacy and communications. * Summarises annual lessons learnt across programme 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 * Develop and manage the partner and project portfolio, including responsibility for all aspects of the programme cycle and for budgets, funding and donor compliance * 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 management and fundraising remit. This role is key in delivering the nutrition outcomes of Christian Aid South Sudan Nutrition programme in Aweil North and Nyal and possible expansion of CA nutrition work within the broader country programme in South Sudan. It will require coordination and collaboration with other programme staff with expertise on WASH, food security, livelihoods and gender to deliver an inclusive results. By providing strong leadership to partners througout the programme 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 nutrition and health. | | | | | |
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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 Country Manager, Funding Manager, Programme Officers, Project Officers, Programme Finance Officer and Finance Manager. | | | | |
| **Decision making**  **Budgetary/savings responsibility** Click here to enter text. Outline the amount of budgetary/savings responsibility this role is accountable for.  Provides support to partners on budgeting and budget re-alignment where appropriate, promoting compliance with overall grant’s management as per the Christian Aid and donor guidelines. Support finance team during audits and ensuring PROMISE deadline and guidelines on transfers are adhered to. The post holder decides on the appropriate monitoring and evaluation tools for each project and the presentation of information. Represents Christian Aid and the programme externally with partners, other NGOs, donors and other agencies. Appraise, monitor and review programme in line with CA and external requirements. | | | | |
| **Analytical skills**  The role's primary mandate is to ensure effective programme cycle management through the various interventions. This calls for critical analysis 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 programme implementation. Use of analytical tools in nutrition 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 to be shared both internally and externally. | | | | |
| **Developing self and others**   |  |  |  | | --- | --- | --- | | **Number of Direct reports** 0 |  | **Overall people management responsibility** Click here to enter text. |   The role is responsible for training team members and partner staff in M&E issues and needs to keep abreast of evolving statistical and database packages for qualitative and quantitative data analysis. | | | | |
| **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 Nutrition, Agriculture or relevant discipline. * Good knowledge of nutrition framework and or food security framework. * Knowledge of official donor UKAID and DFID, etc policies on evidencing results. * Understanding of issues of governance, power, gender and rights * 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 * 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** | | | 26/02/2018 | |

**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**: 30th April, 2018