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| **TITLE:** Food Security and Livelihoods (FSL) Advisor  |
| **TEAM/PROGRAMME:** Iraq | **LOCATION:** KRG (Erbil/Dohuk/Sulaymaniyah) with travel to the south of Iraq |
| **GRADE**: 3 | **CONTRACT LENGTH:**6 Months |
| **CHILD SAFEGUARDING:** Level 3:  the role 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 in country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. |
| **ROLE PURPOSE:** The FSL Advisor will ensure the development of Food Security and Livelihoods strategy development in the area of economic recovery/livelihoods, with a particular emphasis on skills development and access to employment for vulnerable Syrian, refugees, Internally Displace Persons (IDPs) and host communities. |
| **SCOPE OF ROLE:** **Reports to:**Program Development and Quality Director**Dimensions:** Building from the development programs implemented in South Iraq and targeting youth and women, Save the Children would like to extend FSL programming to Northern Iraq in the 3 governorates of Kurdistan with a focus on non-camps settings where the majority of refugees are living. We’re currently implementing a Labour market assessment (youth) as well as a needs assessment focused on livelihoods in order to determine the socio economic profile of people affected by the Syria crisis.**Number of direct reports:** None |
| **KEY AREAS OF ACCOUNTABILITY:*****Programme development**** Lead on technical Food Security & Livelihoods assessments (including market assessment) in coordination with other Save the Children thematic areas (education, child protection and shelter) and/or other external sector agencies, ensuring assessment findings are documented and that all assessments include a specific analysis of children’s needs.
* Working with the Program Development and Quality Director to develop sector plans and master budgets and contribute to Save the Children’s overall programming and strategy in line with the Country Annual Planning.
* Working closely with the Program Development and Quality Director to support fundraising for Food Security & Livelihoods, including development of high quality concept notes and proposals, and engagement with donors’ technical Advisers in country.
* Prepare and oversee programme implementation to ensure appropriate and timely delivery of programme activities (for example, monitoring against logframes, individual performance management and work plans).
* Prepare timely programme and donor reports on project activities in compliance with internal Save the Children requirements and any relevant external donor requirements.
* Working closely with the HR team, identify Food Security & Livelihoods staffing needs (both national and international and ensure rapid recruitment, induction and training of new staff.
* Identify programme supplies needs and coordinate with the logistics team to put in place a sensible phased procurement plan.
* Work with finance and other teams to ensure appropriate modality of aid transfer and an accountable cash transfer mechanism is in place.
* Working closely with the Monitoring & Evaluation team put in place a sector Monitoring & Evaluation plan, ensuring this links to reporting requirements, and capacity build technical field staff in carrying out the work.
* Working closely with the Accountability lead put in place accountability activities for your thematic area, ensuring that feedback from all relevant stakeholders is considered in programme design.
* To ensure that the minimum standards of humanitarian relief are maintained in accordance with the Sphere Charter and Red Cross Code of Conduct.

***Technical Support and capacity building**** Provide technical support to Food Security & Livelihoods teams in the area of livelihoods and conduct regular monitoring visits to ensure quality programming is being implemented
* Play a key role in building a solid understanding among field teams of emergency, recovery and development livelihoods programming
* Conduct regular trainings for staff to build skills and capacity

***Representation & Advocacy & Organisational Learning:**** Ensure that Save the Children's work is coordinated with efforts of other agencies and Government, and take a leadership role within Interagency Coordination forums, ensuring the specific needs of children are being addressed. This may involve taking the lead in coordination working groups.
* Document lessons learned for wider dissemination.
* In collaboration with senior programme staff, assist in developing sector focus advocacy plans and contribute to the development of Country Office Advocacy strategy.
* In collaboration with FSL Save the Children colleagues, feed in learning, experiences and evidence to relevant global advocacy objectives.
* To identify opportunities and material to contribute to communications and media work, acting as a spokesperson when required.

***General:**** Comply with Save the Children policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.
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| **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
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| **QUALIFICATIONS AND EXPERIENCE****Essential*** At least 3 years work experience in livelihoods in emergency and development contexts.
* Education to MSc/MA level in a relevant subject or equivalent field experience
* Previous experience of work with vulnerable people, refugees in particular.
* Ability to work both in an advisory and a hands on implementation capacity
* Proven capacity to supervise, train and coach staff
* Experience of representation and ability to represent Save the Children effectively in external forums.
* Experience of preparing successful funding proposals for donors
* Ability to write clear and well-argued assessment and project reports
* Excellent communication skills with a high level of written and spoken English
* Previous experience of project management
* Experience of and commitment to working through systems of community participation and accountability
* Demonstrated monitoring and evaluation skills
* Strong influencing skills and experience in advocacy
* Politically and culturally sensitive with qualities of patience, tact and diplomacy
* The capacity and willingness to be extremely flexible and accommodating in difficult and sometimes insecure working circumstances.
* Commitment to the aims and principles of Save the Children. In particular, a good understanding of the Save the Children mandate and child focus and an ability to ensure this continues to underpin our support

**Desirable*** Language skills in Arabic or Kurdish
* Familiarity with nutrition surveys
* Experience or knowledge of working and living in relevant regions/contexts
* Specific experience of designing and managing DFID, ECHO, OFDA and other major donor projects
* Specific experience of working in consortia projects.
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| **Date of issue: 26-Mar-14 Author: Aram Shakaram** |