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| **TITLE:** Nutrition Technical Programme Manager – Syria Response | |
| **TEAM/PROGRAMME:**  Programme Operations | **LOCATION:**  Antakya – Turkey |
| **GRADE**: TBC | **CONTRACT LENGTH:**  1 year |
| **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 role holder will oversee nutrition programs, currently IYCF ([Infant and Young Child Feeding](https://www.google.com.tr/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&cad=rja&uact=8&ved=0CDYQFjAB&url=http%3A%2F%2Fwww.doh.gov.ph%2Fnode%2F375.html&ei=If4rU6rFM-WQ7Aa03ICABQ&usg=AFQjCNHlgjySaA53ZZ_CHvA7nQmFj0lusQ)), in Northern Syria (Idlib etc,, with the possibility to expand to other areas). They will develop programme strategy, nutrition standards, referral pathways, proposal development and grant reporting. In addition to directly managing grants in Northern Syria, the Manager will be expected to lead on programme planning, oversight of programme implementation, recruitment and procurement.  A key priority of this role is to work day to day with the National Technical Coordinator building their capacity in technical and programme management skills, with the aim of transferring this capacity to the Nutrition field team. If required, the Nutrition Technical Programme Manager will identify partners to implement programme activities. They will also take on a representation role. | |
| **SCOPE OF ROLE:**  **Reports to:**Deputy Director of Programme Operations with technical reporting lines to the Director of Programme Development and Quality  **Staff directly reporting to this post:** Nutrition Technical Coordinator (national staff counterpart), and technical reporting lines to the Nutrition field team  **Dimensions:** 1,400,000 USD | |
| **KEY AREAS OF ACCOUNTABILITY:**  **Capacity Building and Staff Management:**   * Develop capacity building plans for the Nutrition Technical Coordinator, ensuring the gradual handover of responsibilities, and support the development of these plans for Nutrition staff in the field * Provide day to day coaching on technical and programme management skills to the Technical Coordinator, and support dissemination of capacity building to senior Nutrition field personnel * Identify (and where possible, provide) learning and training opportunities for Save the Children staff and partners, and work as a mentor and role model for less experienced staff.   **Needs Analysis and Program Design:**   * Design tools, and support the organization required for assessments, baselines and evaluations * Lead on situation/response analysis, development of Nutrition strategy documents, sector response plans and programme design, and provide input to the country wide strategy, working with the field team to ensure design is appropriate and implementable * Establish Nutrition minimum standards and best practices for the response * Develop project and donor proposals in close coordinator with logistics, finance and grants unit, ensuring participation of the field team in proposal development * Prior to proposal submission, identify implementation methodology (direct versus indirect) undertaking consultation with partners and initial partner proposal work * Contribute to country level contingency plans and where possible, integrate contingency planning for Nutrition activities in all program planning and proposal design   **Programme Management**   * Overall responsible for the implementation of emergency nutrition/ Infant and Young Child Feeding in emergencies activities, ensuring that services are delivered on time, on budget and in compliance with donor regulations * Provide technical guidance, in all areas of Nutrition programming, ensuring that implementation methods are consistent with acknowledged good practice and achieve sustainable results * Ensure Nutrition program is implemented in ways responsive to communities, partners and children in line with Save the Children’s principles, values and strategic plan and compliant with Save the Children’s procedures * Develop programme implementation plan including procurement and distribution schedules of programme inputs in line with programme logistics/supply chain capacity * In coordination with the Field Manager, ensure that Nutrition staff have work-plans in place and follow up with team members regularly to ensure that activities are on track * Manage program budget, including phased budgets, monthly budget forecasting and quarterly budget revisions for all grants * Ensure proper and effective use of program resources, ensuring that all resources/assets in project are managed in line with Save the Children and Donor policy * Monitor program progress against both programmatic and budgetary targets, making adjustments to programme design as necessary * Prepare timely and high quality programme and donor reports on project activities in compliance with internal Save the Children requirements and any relevant external donor requirements.   **Partner management**   * In the event that the current Nutrition activities extend to working with partners, support the identification of Nutrition partners, undertake the capacity assessment and support the development of partner proposals, project implementation and oversee reporting/monitoring of partner activities.   **Monitoring, Evaluation and Accountability**   * Develop Monitoring &Evaluation and indicator tracking plans for all grants, developing additional Monitoring & Evaluation tools as necessary to monitor project progress, with support of Monitoring, Evaluation, Accountability and Learning team * Ensure appropriate, timely and accurate data collection against agreed indicators to enable both internal and external reporting * Ensure that ongoing programme monitoring/learning feeds into alterations into programme design * Work with Monitoring, Evaluation, Accountability and Learning team to identify and incorporate project suitable accountability mechanisms.   **Staff Management, Mentorship, and Development**   * Ensure appropriate staffing within the Nutrition team * Support the Field Manager to ensure that all Nutrition staff understand and are able to perform their role * Support the Field Manager to establish performance management of all Nutrition staff through effective use of the Performance Management System including the establishment of clear, measureable objectives, on-going feedback, periodic reviews and fair and unbiased evaluations.   **Representation & Advocacy & Organisational Learning:**   * Regularly coordinate and collaborate with other program managers and program teams to strengthen programmatic synergies and impact for children * Ensure that referral systems between all sectors and different agencies working in the area are in place * Represent Save the Children with external stakeholders as requested (working groups, donors) and influence the shape of broader sector strategies through inter-agency coordination forums * Take steps to document lessons learned from Nutrition programs, for wider dissemination.   **General**   * Demonstrate compliance and leadership with Save the Children policies and practice with respect to child safeguarding, code of conduct, health and safety, equal opportunities and other relevant policies and procedures. | |
| **SKILLS AND BEHAVIOURS (SCI 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**  **Essential**   * Education to Masters level in Nutrition, Public Health/Nutrition, or a related subject, or equivalent field experience * Extensive experience of Nutrition programme management in emergency, fragile state or development contexts * Strong understanding of nutrition information system, and of Monitoring and Evaluation processes and methodologies * Previous experience of managing a Nutrition team at national level * Proven capacity to supervise, and coach staff in technical skills and programme management * Experience of, and commitment to, working through systems of community participation and accountability * Specific experience of designing and managing DFID, ECHO, OFDA and other major donor projects and understanding of donor compliance * Ability to analyse information, evaluate options and to think and plan strategically * Ability to write clear and well-argued assessment and project reports * Proven ability to represent the organisation to donors and other stakeholders * Familiarity with key international standards for humanitarian work (e.g. Minimum Standards for Nutrition in Humanitarian Action, SPHERE, MHPSS, IASC guidelines, Inter-agency guiding principles on UASC, etc.). * Team player who is able to work collaboratively and with people of diverse backgrounds * Politically and culturally sensitive with qualities of patience, tact and diplomacy * A high level of written and spoken English * Commitment to the aims and principles of Save the Children including willingness to abide and enforce the Child Safeguarding Policy. 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 * Experience or knowledge of working and living in relevant regions/contexts * Experience working and building the capacity of partners on technical issues * Experience of remote managing programmes in complex settings | |
| **Date of issue: March 2014 Author: KD** | |