

## POSITION DESCRIPTION

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<b>Position Title:</b>	Mother & Child Health and Nutrition Manager (MCHNM)
<b>Department:</b>	Programs
<b>Location:</b>	Vientiane Municipality, Lao PDR (with regular travels to Xieng Khouang and Huaphanh provinces)
<b>Reports to:</b>	Program Manager
<b>Employment Status:</b>	Full-Time
<b>Direct/indirect reports:</b>	None
<b>Date revised:</b>	23 July 2018

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### **ORGANISATIONAL CONTEXT**

ChildFund Laos is the representative office of ChildFund Australia – an independent and non-religious international development organisation that works to reduce poverty for children in developing communities.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations which assists more than 14 million children and their families in over 60 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

ChildFund began working in Laos in 2010, and works in partnership with children, their communities and local institutions to create lasting change, respond to humanitarian emergencies and promote children’s rights. Projects are implemented in Xieng Khouang and Huaphanh Provinces, some of the country’s poorest regions with significantly high unexploded ordnance contamination, as well as the Vientiane Municipality.

With a focus on upholding child rights and improving access to quality education, ChildFund Laos also prioritises projects which focus on child nutrition, maternal and child health, and youth empowerment, through media literacy and job readiness projects.

### **JOB PURPOSE AND REPORTING STRUCTURE**

The Maternal and Child Health and Nutrition Manager (MCHNM) is based in Vientiane Municipality with regular travel to Xieng Khouang and Huaphanh Provinces.

The MCHNM reports to the Program Manager.

The MCHNM supports the understanding and reporting safeguarding issues within relevant education projects and beyond.

The MCHNM has no management responsibilities and will manage the quality of the Health and Nutrition team's reports.

The MCHNM will work closely with the Senior Health and Nutrition Officer in Huaphanh, the Health and Nutrition Officers and interns in Xieng Khouang, Provincial Area Managers, other relevant Project Technical Officers, and with the Program Manager. In addition, the MCHNM will work closely with the Sydney Health and Nutrition Advisor, both remotely and during field visits.

The MCHNM will liaise with the Human Resource and Administration Manager, Finance Manager and the Monitoring Effectiveness and Learning Innovation Manager (MELIM). The MCHNM also liaises with the Policy and Partnership Development Manager to ensure alignment and consistency between project design, project implementation and CFL policies.

The role requires a full-time committed and highly motivated person, who is prepared to provide support and leadership to program staff during a time of growth. The successful post-holder will have qualification and experience in the health and nutrition sector.

The MCHNM is a member of the Program Technical Team (PTT) and Fundraising Initiative Innovation Team (FIT).

#### **JOB PURPOSE AND SUMMARY**

In close collaboration with Sydney Health and Nutrition Advisor, the MCHNM will be responsible for providing support to the Program Manager to design, develop, and implement CFL Health and Nutrition interventions, in line with the National Nutrition Strategy and Plan of Action.

The MCHNM will be responsible for coordinating all technical aspects of planning, implementation, and monitoring of the EU-funded *Sustainable Change Achieved Through Linking Improved Nutrition and Governance* (SCALING) programme in Xamneua District, Huaphan Province and of the DFAT-funded *Children Improved Nutrition through Integrated Approach in Nonghet District* (CINIA) in Khoun and Nonghet Districts, Xieng Khouang Province. The position will involve working closely with district health officials, district agriculture officials, Namsaad, and communities in 30 partner communities in Xamneua District, 12 partner communities in Nonghet District, and 10 partner communities in Khoun District.

The MCHNM will work in close collaboration with project officers in understanding and setting up the most important project management tools (Project Proposal & LogFrame, Detail Implementation Plan, Budget, M&E, Risk Management Matrix, AdPlan, performance reports).

The MCHNM will ensure CINIA and EU-SCALING activities will be implemented as per the Project Logical Framework and workplan/Detail of Implementation Plan (DIP), the Monitoring and Evaluation activities will be conducted as per the M&E plan, and budgets will be spent in full compliance with policies, procedures and commitments of CFL and donors.

In collaboration with the HR Department, the MCHNM will coordinate the capacity-building activities for government partners and ChildFund Health and Nutrition staff, including to further Nutrition Officers' and interns' development.

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The MCHNM will ensure coordination and cross-collaboration between health and nutrition projects in Xieng Khouang and Huaphanh Provinces and among PTT members.

The MCHNM will represent CFL within the EU-SCALING consortium, as well as in SUN CSA and in all other Technical Working Groups, meetings, or workshops. She/he will also actively liaise with other health and nutrition actors at the district, provincial and national levels.

### **KEY AREAS OF RESPONSIBILITY**

This post holds the following responsibilities:

#### *Coordination, Project Management and Technical support*

- Provide overall coordination and implementation of ChildFund Laos' health and nutrition projects.
- Co-ordinate closely with Health Authorities and to provide support to stakeholders and partners (at the national, provincial, and district levels) in the implementation of health and nutrition interventions according to the implementation plan and in line with the National Strategies and priorities.
- Work together with relevant provincial staff in the Project Working Team (PWT) to ensure effective partnership engagement with ChildFund Laos' partners in Xieng Khouang and Huaphanh Provinces.
- Develop and maintain strong relationships with local authorities and communities.
- Support CFL staff in working closely with Implementation Management Committees (IMCs) to ensure participatory, transparent, and high-quality project planning, implementation, monitoring, and evaluation in-line with ChildFund, government, and donor requirements for relevant MoUs.
- Coordinate and support CFL staff in conducting monitoring activities in close collaboration with the MELIM in order to meet agreed outcome commitments.
- Support health and nutrition project-related field visits by ChildFund delegations, donors' delegations and other visitors.
- Understand and perform in an exemplary manner all relevant ChildFund policies and procedures.
- Complete other task2 as directed by line manager or senior managers of the organization.

#### *Capacity Building and Staff Development*

- Build project staff, partners, and participants' capacity on health and nutrition.
- Contribute to building staff capacity to develop health and nutrition-related project proposals.
- Work closely with the Human Resources and Administration Manager in providing capacity building for ChildFund Laos staff on relevant CFL policies' implementation.
- Identify capacity building needs of relevant project partners, staff, and interns in collaboration with HRAM and PM.
- Provide and/or facilitate technical capacity building sessions and to promote learning and sharing opportunities for project partners and participants.

#### *Proposal/Program Development*

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- Work closely with the relevant ChildFund Laos field staff to identify and assess needs to review on-going interventions and to design new future project proposals by addressing integration and synergies with other ChildFund Laos interventions.
- Collaborate with health and nutrition team members, Program Manager, and Program Development Advisor in developing project proposals to produce cohesive, complementary, and effective health and nutrition programs that contribute to the commitments of the Country Strategic Paper;
- Contribute to ensuring that ChildFund's program approach, principles, and policies are incorporated into overall design, implementation, and monitoring of all projects and programs.

#### *Cross-cutting Issues*

- Support the Program Development Advisor to design projects that address Inclusive Development and the following cross-cutting issues: Participation, Protection, Gender, Disability Inclusion, Ethnic Minorities, and Environment.
- Support project team to mainstream cross-cutting issues in relevant projects.
- Monitor changes and to ensure alignment and consistency between project design, project implementation, and CFL policies on Participation, Protection, Gender, Disability Inclusion, Ethnic Minorities, and Environment, with the support of the Policy and Partnership Development Manager.

#### *Monitoring and Evaluation*

- Coordinate KAP Surveys and Baseline, Midline, and Endline Studies with the support of the MELIM.
- Conduct project level Quality Monitoring and to facilitate external evaluations for all Health and Nutrition Projects.
- Work closely with the MELIM to identify relevant training needs for Monitoring, Effectiveness and Learning.
- Work closely with relevant field staff and the Monitoring Effectiveness and Learning Innovation Manager in regular identification and analysis of challenges, including outlining how we will work to address them.
- Work closely with the MELIM to incorporate Risk Management into Monitoring and Evaluation activities/processes.
- Work closely with the project field team and Monitoring Effectiveness and Learning Innovation Manager in delivering evidence-based and quality reports, including documenting relevant case studies.

#### *Financial Management*

- Coordinate and oversee project officers in budget planning and budget spending.
- Work with the Program Manager and Finance Manager to ensure that all financial planning and reporting related to project proposals is accurate, timely, and meets required standards.
- Hold overall financial responsibility for budget management and performance for health and nutrition projects.

#### *Project Reporting*

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- Prepare regular, high quality reports to the Program Manager.
- Prepare reports for ChildFund’s Sydney Office, donors, and government counterparts as required.

#### *Relationship Building and Representation*

- Develop, strengthen, and maintain high-level relationships with government authorities (national, provincial, district, village group, and village) and relevant donors both personally and professionally as a representative of ChildFund Laos;
- Represent CFL as a Technical Focal Point within EU-SCALING Consortium;
- Maintain contact with relevant UN, NGO, sector networks, sector working groups, technical working groups, government departments, and local civil society through attendance and/ or membership at relevant meetings, forums, workshops, and discussion groups to ensure mutual awareness of activities and to identify learning and partnership opportunities;
- Maintain contact with other stakeholders (including government) and to develop mutually beneficial relationships that contribute to ChildFund’s aims;
- Support PAMs to arrange and facilitate monthly project staff and counterpart meetings;
- Lead health and nutrition sector level organisational advocacy engagement in partnership with other like-minded stakeholders;
- Develop mechanisms to ensure ChildFund Laos staff, communities, and partners have up-to-date knowledge and awareness of relevant national/international health and nutrition developments impacting program/project work;
- Take lead in external networks which offer opportunities for organisational learning around MCH and nutrition.

### **REQUIRED COMPETENCIES/EXPERIENCE/QUALIFICATIONS**

#### **Core Competencies**

- Commitment to ChildFund Australia’s values, vision and mission;
- Teamwork;
- Communication and Facilitation;
- Accountability and integrity and honesty
- Adaptability and flexibility.

#### **Functional/Technical Competencies**

- Strong management skills;
- Strong skills and experience in health and nutrition;
- Experience developing program and project level documentation;
- Strong communication engagement skills;
- A demonstrated understanding of ChildFund policies;
- Good interpersonal and relationship skills;
- Experience working with INGOs, communities, and government.

#### **Qualifications and Experience**

##### *Essential*

- A university degree or comparable level degree in health, with the focus on health and nutrition;

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- At least 5 years of experience in project/program management with INGOs;
- At least 3 years of experience in nutrition-related project/program area with INGOs;
- Monitoring and Evaluation skills;
- Excellent facilitation and capacity building skills;
- IT skills and familiarity with MS Office, MS Windows and Internet applications (including email);
- Commitment to eradicating barriers inhibiting gender equity;
- Commitment to work with ethnic communities and in challenging circumstances;
- Respect for local culture and traditional beliefs;
- Innovative, adaptable, and willing to learn new things;
- Demonstrated skills in teamwork and conflict resolution;
- Excellent interpersonal/communication skills with an ability to relate to people from a range of backgrounds in a relevant and effective manner;
- English and Lao language skills;
- Strong written skills and experience producing high quality project reports in Lao and English;
- Demonstrated skills in working with government partners;
- Experience working with children/youth and child safeguarding;
- Mature, dynamic, hardworking and able to manage multiple priorities;
- Willing and able to undertake work-related travel in remote areas;
- Flexible and willing to support the overall goals of ChildFund Australia in the Lao PDR.

### **WORKING CONDITIONS**

This is a Vientiane-based, full-time position, with regular travel to project areas. Standard office hours run from 0800 – 1630, however, some work outside these hours may be required. Travel to field offices will be required along with the possibility of international travel.

The successful candidate will be offered a standard two-year contract and the post-holder's salary will be set according to experience and qualifications, in accordance with ChildFund's salary scale.

ChildFund Laos can offer an excellent package to the right candidate with excellent opportunities for professional development and a strong benefits package including employee health insurance. The salary range for this post is be set according to ChildFund Laos' salary scale based on experience and qualifications. ChildFund Laos is an equal opportunities employer.

### **APPLICATION INFORMATION**

Applications can be made by email to [hr@childfund.org.la](mailto:hr@childfund.org.la); all other applications will be rejected. In addition, ChildFund will ONLY accept applications that include a CV and a cover letter that address the criteria above.

ChildFund Laos will not return any applications and does not require interested candidates to submit copies of certificates, ID cards or any other information.

ChildFund Laos is an equal opportunities employer and has a strict child protection policy and background checks will be undertaken prior to any offer of employment. All candidates should submit two professional referees including their current or most recent employer.

APPLICATIONS SHOULD ONLY CONTAIN A CURRENT CV AND A COVER LETTER IN ENGLISH ADDRESSING THE CRITERIA OUTLINED FOR THE POST.

Please send all applications to [hr@childfund.org.la](mailto:hr@childfund.org.la) and must be received by 5:00 pm  
August 10, 2018

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