

POSITION DESCRIPTION

Position Title:	Senior Health and Nutrition Officer
Department:	Program
Location:	Xamneua District, Huaphanh Province, Lao PDR
Reports to:	Provincial Area Manager
Employment Status:	Full-Time (4 years)
Direct/indirect reports:	Nutrition and Health officer and Wash Officer
Date revised:	23 July 2018

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 Senior Health and Nutrition Officer reports to the Provincial Area Manager.

The Senior Health and Nutrition Officer manages the Health and Nutrition Officer, Wash Officer and Development Interns.

The Senior Health and Nutrition Officer works closely with Health and Nutrition Advisor and ChildFund partners in Xieng Khouang Province.

The Senior Health and Nutrition Officer liaises with other Project Officers, the Finance and Administration Officer based in Huaphanh.

POSITION SUMMARY

The Senior Health and Nutrition Officer is responsible for overseeing all 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. The position will involve working closely with district health officials, district agriculture officials, Namsaad and communities in 30 partner communities in Xamneua District, Huaphanh province. The Senior Health and Nutrition Officer is also responsible for coordinating with all project officers involved in the project as well as representing ChildFund as the key technical person of the SCALING project with other consortium members.

This is a 4-year, multi-faceted nutrition programme aimed to improve the nutritional status of adolescent girls, pregnant and lactating women, and children <5 years in project districts. The project's three main objectives are: improving nutrition and hygiene-related behaviours as well as access to quality nutrition and Reproductive, Maternal, Newborn and Child Health (RNMCH) services; targeting the local environment to mitigate the adverse underlying causes of malnutrition; and ensuring that local experience and context inform national policy, and strengthen local implementation of national policies, plans and strategies. The project will be implemented through a consortium with Save the Children as the lead in partnership with CARE and the Comité de Coopération avec le Laos CCL.

KEY AREAS OF RESPONSIBILITY

This post holds the following responsibilities:

Coordination, Leadership and Management

- Co-ordinate closely with and support stakeholders/partners to ensure that activities run according to implementation plans.
- Develop and maintain strong relationships with local authorities and communities.
- Develop and maintain strong and communicative relationships with key implementation partners.
- Provide on-going coaching and mentoring for all project officers.
- Understand and perform in an exemplary manner all relevant ChildFund policies and procedures.
- Arrange and conduct regular and frequent project staff meetings and counterpart meetings aimed at reflection and learning.

Technical Support

- Work closely with the WASH Officer and Senior Health and Nutrition Officer to promote capacity building in health, nutrition and WASH education.
- Work closely with the WASH Officer, Senior Health and Nutrition Officer, and consortium partners to carry out follow-up and monitoring of positive deviance surveys or other relevant assessments, including maintaining up-to-date records of activities in communities to measure resulting change.
- Identify how nutrition activities can effectively address the needs of vulnerable mothers, children, girls and children from ethnic communities.
- Carry out monitoring and evaluation of nutrition activities and to critically assess their impact on children and their communities, including documenting relevant case studies.
- Work closely with government partners to conduct relevant nutrition training for partner communities.
- Promote appropriate capacity building through facilitating exchanges and identifying training opportunities that might be relevant to promote the capacity building of the PWT and community volunteers/facilitators.

Project Implementation and Monitoring

- Manage all aspects of project planning, implementation and monitoring on a regular basis including ensuring regular budget planning, spending and tracking.
- Implement monitoring activities and maintain relevant and up-to-date records of project data on a monthly basis.
- Participate in learning and to support project teams in gaining a better understanding of nutrition across projects.

Project Reporting and Administration

- Prepare regular high quality project reports as required by the Provincial Area Manager.
- Prepare and provide inputs on donor reports as required.
- Help prepare reports to government counterparts as required.
- Participate in monthly staff and counterpart meetings.

Relationship Building and Representation

- Maintain contact with other SCALING consortium members and development stakeholders (including the government) and to develop mutually beneficial relationships that contribute to ChildFund's aims.
- Network and liaise with other NGOs, government agencies and other stakeholders in order to strengthen understanding of policies and innovative project strategies.
- Participate in external workshops and other meetings relevant to ChildFund's activities.
- Represent ChildFund on a daily basis at the district and provincial levels.

REQUIRED COMPETENCIES/EXPERIENCE/QUALIFICATIONS

Core Competencies

- Commitment to ChildFund Australia's values, vision and mission;

- Teamwork;
- Communication;
- Accountability and integrity; and
- Adaptability and flexibility.

Functional/Technical Competencies

- Strong health and nutrition skills and communication skills;
- A demonstrated understanding of ChildFund policies;
- Good interpersonal and relationship skills; and
- Skills in capacity building and guideline development in partnerships between projects and government partners.

Qualifications and Experience

Essential

- A college degree or higher in health, with the focus on health and nutrition.
- At least 6 years of experience in nutrition-related awareness campaigns and education with INGOs.
- Excellent facilitation and capacity building skills.
- Native Lao language, including typing skills.
- Commitment to work with ethnic communities and in challenging circumstances.
- Commitment to eradicating barriers inhibiting gender equity.
- Respect for local culture and traditional beliefs.
- Innovative, adaptable, and willing to learn new things.
- Good understanding of and experience with project management.
- IT skills and familiarity with MS Office, MS Windows and Internet applications (including email).
- 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.
- Strong written skills and experience producing high quality project reports in Lao.
- Experience working with children/youth.
- Mature, dynamic, hardworking and able to manage multiple priorities.
- Willing and able to undertake work-related travel in Huameuang and beyond.
- Flexible and willing to support the overall goals of ChildFund Australia in the Lao PDR.

Desirable

- Intermediate English and H'mong.
- Previous experience working in Huaphanh province.
- Previous experience working on EU-funded projects.
- Experience engaging with children and youth in nutrition related activities.

Working Conditions

This is a Xamneua-based, full-time position. Standard office hours run from 0800 – 1630, however, some work outside these hours may be required. Travel to the representative office in Vientiane will be required and some international travel may be required.

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; 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 and must be received by 5:00 pm August 10, 2018

ChildFund is an equal opportunities employer.