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| **JOB TITLE: Health and Nutrition Senior Technical Specialist** | |
| **TEAM/PROGRAMME:** Programme Development and Quality (PDQ) | **LOCATION: Rwanda, Kigali with over 50% travel to field locations.** |
| **GRADE**: **2** | **DURATION: Open Ended** |
| **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 Health and Nutrition Technical Specialist takes overall responsibility for the strategic direction and coordination of Save the Children’s work on health and nutrition in the Rwanda Country Office including ensuring programming attracts significant donor funding and contributes to Save the Children’s strategic objectives, national/global learning and advocacy. As a senior member of the programme development and quality (PDQ) team, the H&N TS is responsible for leading and overseeing the development and delivery of high quality, innovative, cost effective programmes in Health and Nutrition both in emergency as well as long-term development, resulting in immediate and lasting change for children. The H&N TS is expected to provide technical advice and support to project staff to ensure programming objectives are successfully achieved. They are also responsible for initiating and taking technical leadership in H&N focused studies, documentation and dissemination of innovation and good practices; leading on policy research and advocacy on H&N through networking and collaboration with relevant civil society organisations and other institutions, and; playing a leading role in establishing, maintaining and expanding donor relations for the sector. | |
| **SCOPE OF ROLE:**  **Reports to; Director of Programme Development and Quality**  **Line Management Responsibility*:* None, dotted line management of health and nutrition coordinator(s)**  **Budget responsibility: None** | |
| **KEY AREAS OF ACCOUNTABILITY:**  **Programme Development and Strategic Planning**   * Lead on the implementation of the health and nutrition section of the 2019-2021 Rwanda Country Strategic Plan including identification of potential areas of strategic positioning, engagement and growth in the key thematic areas identified within the CSP (newborn and child health, nutrition, adolescent health, mHealth and emergency health) * Lead in developing and implementation of the H&N plans as part of the Country Annual Plans * Grow Save the Children’s health and nutrition portfolio sustainably and strategically by working together with PDQ and operations teams to initiate and design high quality, cost-effective, innovative and sustainable project proposals and concept notes for the sector in line with the identified strategic direction. * Analyse donor priorities and proactively seek information on potential donor sources; identifying institutional funding opportunities and developing/maintaining contacts with potential donors, partners and key technical agencies.   **Programme Quality**   * Overall responsible to ensure the programme quality of Save the Children’s health and nutrition programming within the country office; * Provide guidance and as required directions and trainings to managers in operations teams involved in delivering projects focusing on appropriate approaches and methodologies; conceptual and practical frameworks; standards and tools for effective and quality delivery of H&N programmes. * Lead the continuous assessment of Health and nutrition needs within the project areas and within the country and ensure that these are appropriately reflected in sectoral strategies and programmes; * Work collaboratively with other sectors on ways to integrate health with other programmes, where relevant, in order to maximize impact for children and families; * Conduct regular visits (up to 50% of time) to the field offices to coordinate with field managers and senior field staff * Lead the development and implementation of relevant and sustainable capacity building strategy for field and area teams on H&N in coordination with the operations teams * With the PM and Awards Management Unit, ensure reports to donors are of the highest quality, that there is alignment between the narrative and financial, and that they are submitted in a timely fashion; * Ensure recognized international best practices, MoH guidelines, policies and standards and Save the Children policies and standard approaches are applied in all of our health work; * Analyse and provide feedback on programme implementation to ensure gender equity and adequate child participation, integrated approach and efficiency. * Ensure the recruitment and training of health programme staff in technical areas of expertise as appropriate and ensure availability of appropriate professional development opportunities.   **Pandemic preparedness and response**   * Liaise with SCI centre staff, health technical adviser, HR and other stakeholders (including external agencies) to constantly update the staff health guidance and SOPs. * Ensure that relevant staff members, including key staff such as the Country Director, HR Director, Director of Program Implementation, Safety and Security Coordinator, when assigned the team leader and relevant people up to CO discretion are familiar with staff health SOPs and know how to access them * Liaise with SCI centre staff, health technical adviser, HR and other stakeholders (including external agencies) to constantly update the staff health guidance and SOPs. * Ensure that Infection Prevention and Control (IPC) practices in SCI CO and field office and vehicles are put in place and that they are being respected and works with the Logistics team to ensure that IPC supplies as per SOPs are available at all time * Identifiy and update options for outpatient, inpatient care and pre-evacuation stabilisation, ensuring safe access to quality screening and IPC standards for non-infectious disease illness * Ensure that the necessary tools and guides such as the Individual Staff Health Checklist are customized and ready for use. * Ensure that the Mahama Health Facility has up-to-date pandemic preparedness SOPs in line with preparedness for the camp.   **Monitoring and Evaluation, Accountability and Learning (MEAL)**   * Work closely with the Monitoring, Evaluation, Accountability and Learning (MEAL) Manager and take a lead in ensuring that all H&N projects and components have robust monitoring plans, baselines, reviews and evaluations in line with project designs and donor guidelines * Lead the process of lessons learning to ensure high quality programming, with support from the MEAL TS, coordinating the collection of documentation across all the programme areas; * Ensure program products and learning are maintained within the Save the Children country program * Where external consultants (local or international) are required to technically support or monitor and evaluate projects, lead the recruitment and subsequent management of contracted consultants as per the recruitment guidelines and Terms of Reference. * Facilitate appropriate dissemination of research findings and good practices documentations in the projects internally and externally to donors, governments, consortium partners and other key actors strategic for immediate and sustainable development of children in Rwanda * Regularly analyse the data in the indicator performance tracking table (IPTT) for each grant and take appropriate actions to support programme implementation is on track for achieving the agreed targets;   **Representation and Advocacy**   * Represent Save the Children in relevant internal and external fora including donor meetings (as appropriate) related to H&N * Establish and maintain a sectorial NGO and Government network, maintain a clear understanding of who is doing what and where * Leverage donor interest and government policies for the most deprived children in Rwanda both in emergency and development situations through targeted advocacy/key messages * Contribute to policy briefs and position papers to articulate key advocacy messages as and when required related to the Health programme in coordination with other sectoral TSs, this may require technical collaboration with other technical Specialists within the country office or within the SC Members. * Actively participate and effectively & positively represent Save the Children in Clusters, working groups and technical meetings at the national level, and ensure appropriate and effective representation at state levels * Participate in and contribute to SC Global Initiative activities for Health, as relevant. * Participate in the preparation, planning and be part of any Donor visit to project(s) within the country office portfolio, as required.   **Other**   * Actively participate in key relevant internal meetings such as Programme Review Meetings, Senior Management Team or Area-based meetings as required. * Perform any other tasks, particularly in any of the above areas related to the Rwanda Country Office growth, as required by the supervisor and the role | |
| **SKILLS AND BEHAVIOURS (our Values in Practice)**  **Accountability:**  **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 * Future orientated, thinks strategically and on a global scale   **Collaboration:**   * Approachable, good listener, easy to talk to; builds and maintains effective relationships with colleagues, Members and external partners and supporters * Values diversity and different people’s perspectives, able to work cross-culturally.   **Creativity:**   * Develops and encourages new and innovative solutions   **Integrity:**   * honest, encourages openness and transparency, builds trust and confidence * displays consistent excellent judgement | |
| **QUALIFICATIONS AND EXPERIENCE AND ATTRIBUTES**  **Qualifications**   * Holds a Masters Degree in public health, international health or equivalent and relevant field. * Significant professional experience, at least 8 years, of developing and managing high quality, innovative and cost-effective technical H&N projects preferably in the Rwandan context and with International NGOs * Demonstrated experience working in emergency/humanitarian settings. * Demonstrated experience working with and providing technical assistance to the Ministry of Health at national and subnational levels with an intimate understanding of the Rwanda Health System. Experience working within the Rwanda Health System will be an added advantage. * Knowledge of current global, regional and country level health discourses on newborn and child health, nutrition, adolescent health, mHealth and emergency health. * Fluency in written and spoken English and substantial experience in preparing projects proposals and donor reports. * Excellent interpersonal, communication and presentation skills and commitment to capacity building of staff with proven skills as a trainer/facilitator and mentor. * Demonstrated skills in resource and staff management and capacity development * Highly developed interpersonal and communication skills including influencing, negotiation and coaching * Strong results orientation, with the ability to challenge existing mindsets * Ability and willingness to dramatically change work practices and hours, and work with incoming surge teams, in the event of emergencies * Commitment to and understanding of Save the Children’s aims, values and principles. | |