

## Job Description

<b>Job Title</b>	<b>Senior Nutrition &amp; Food Security Advisor</b>		
<b>Reports to</b>	Head of Development		
<b>N° Reporting Staff</b>	None		
<b>Job Profile</b>	The Senior Nutrition & Food Security Advisor will have responsibility for overseeing and developing the Nutrition & Food Security portfolio and providing technical advice on Nutrition & Food Security related programming. The Senior Nutrition & Food Security Advisor will work closely with other colleagues across all pillars of the Irish Aid country programme. The Senior Nutrition & Food Security Advisor will participate in relevant technical working groups and coordination meetings with Development Partners and Government Ministries.		

## Key Performance Areas KPA detail

<b>1. Manage existing programmes/ grants</b>	<p>The Senior Nutrition &amp; Food Security Advisor will be required to manage the programme, grants and partners in accordance with agreed Embassy standards for programme management.</p> <p>Specifically the Senior Advisor will:</p> <ul style="list-style-type: none"> <li>• Be the point of contact for partners in relation to programme and grant management. Ensure ongoing dialogue and engagement with partners in relation to programme implementation. Pro-actively address emerging issues with partners.</li> <li>• Appraise projects and programmes (proposal and budgets) in line with agreed criteria.</li> <li>• Ensure that adequate contractual arrangements are in place with partners.</li> <li>• Conduct Organisational Capacity and Risk Assessments of partners, and maintain up to date risk profiles for all partners.</li> <li>• Monitor partners and programme implementation, including review of reports, conducting field monitoring visits and completing monitoring reports.</li> <li>• Input on evaluation processes for relevant partners and programmes. Conduct Project Cycle Management (PCM) including annual planning and budgeting, reporting, monitoring progress and assumptions, M&amp;E activities including mid-term and final evaluation.</li> <li>• Ensure efficient records management of programme cycle management process. Manage and update the hard and soft copy files of these partners on an ongoing basis in accordance with the Grant Management Guidelines.</li> <li>• Work with the Embassy Finance Manager in reviewing and following up on partner financial reports and audits.</li> <li>• Ensure clear definition and focus on results and build capacity of partners in this regard as applicable.</li> <li>• Ensure that learning from the Nutrition &amp; Food Security programme is effectively documented and shared across the programme and with other Irish Aid partner countries, as well as with external partners.</li> <li>• Liaise with the relevant Advisors in Embassy, HQ and other Irish Aid partner countries in order to share learning.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Keep abreast of HQ support to Nutrition sector globally and progress in implementing these programmes at country level</li> <li>• Provide support for other activities included in the Embassy Business Plan as requested.</li> </ul>
<b>2. Programme Development and Design</b>	<p>The Senior Nutrition &amp; Food Security Advisor will provide technical oversight for Nutrition &amp; Food Security programming component of the Embassy's new five-year strategy.</p> <p>Specifically the Senior Advisor will:</p> <ul style="list-style-type: none"> <li>• Provide continuous analysis on Nutrition &amp; Food Security issues in Sierra Leone, based on available evidence and identify needs and gaps</li> <li>• Stay abreast of significant new developments/policies/strategies in the areas of food security and nutrition globally and in Sierra Leone and proactively feed these into strategy implementation.</li> <li>• Work with Embassy team and relevant technical support in continuous development of the Nutrition and Food Security Theory of Change, logic model, results framework and programme plan (4-5 year)</li> <li>• Development of tracking, capturing, evaluating and communicating key information of significance to the effective measurement of progress against strategic objectives</li> <li>• Scoping and identification of potential programmes and partners.</li> <li>• Track progress on Irish Aid's strategy in terms of food security and nutrition on an ongoing basis.</li> <li>• Provide technical support to partners and to government as appropriate, supporting partners in the design and development of Nutrition &amp; Food Security programmes.</li> <li>• Facilitate meetings with programme partners promoting complementarity and cross learning in the programme</li> <li>• Facilitate review meeting with partners to assess progress, update programme context, risk environment and assumptions.</li> <li>• Be the contact point for climate issues and climate mainstreaming across the Embassy.</li> <li>•</li> </ul>
<b>3. National level dialogue and co-ordination</b>	<p>The Senior Nutrition &amp; Food Security Advisor will contribute to the Embassy's engagement in national level policy dialogue and external representation on Nutrition &amp; Food Security issues.</p> <p>Specifically the Senior Advisor will:</p> <ul style="list-style-type: none"> <li>• Engage in relevant coordination fora with government and other development partners, including leading donor coordination on nutrition for Irish Aid's role as donor convenor under the SUN movement in Sierra Leone.</li> <li>• Ensure that Ireland's support is promoting aid effectiveness principles, including aligning with government systems and plans wherever possible.</li> <li>• Maintain effective links with Government and national/international partners involved in the formulation and implementation of relevant policies, strategies and programmes.</li> </ul>

	<ul style="list-style-type: none"> <li>• Collaborate with the SUN movement in Sierra Leone and mobilise relevant donors, to coordinate nutrition and food security interventions, as the in-country donor convenor.</li> <li>• Be the point of contact between relevant ministries and Irish Aid.</li> </ul>	
<b>4. Analysis and Reporting</b>	<p>The Senior Nutrition &amp; Food Security Advisor will provide updates and briefs relevant to the Nutrition &amp; Food Security programme as required.</p> <p>Specifically the Senior Advisor will:</p> <ul style="list-style-type: none"> <li>• Monitor and report on national and district level developments in the Nutrition &amp; Food Security sector.</li> <li>• Contribute to briefing notes, speaking points, policy inputs as related to Ireland's Nutrition &amp; Food Security programming in Sierra Leone.</li> <li>• Respond to queries and information requests on Ireland's Nutrition &amp; Food Security programme in Sierra Leone</li> <li>• Engage in discussions with on global development issues relating to Nutrition &amp; Food Security and keep abreast of latest policy positions.</li> <li>• Identify strategic research gaps, coherent with Irish Aid programme objectives</li> <li>• Keep up to date on new research and learning emerging nationally, regionally and internationally relevant to Nutrition &amp; Food Security programme implementation</li> </ul>	
<b>5. Liaison with Irish Aid globally</b>	<p>The Senior Nutrition &amp; Food Security Advisor will be responsible for Nutrition &amp; Food Security technical liaison with HQ.</p> <ul style="list-style-type: none"> <li>• Engage in discussions with Irish Aid global fora on food security and nutrition and keep abreast of latest policy positions.</li> <li>• Engage with Irish Aid globally for the role of focal point for nutrition, agriculture and climate change in Sierra Leone</li> <li>• Communicate results and learning from Sierra Leone's programme to the wider organisation, including the Nutrition Community of Practice.</li> <li>• Identify opportunities to strengthen linkages between HQ support to Nutrition &amp; Food security sectors and be the point of in-country contact for HQ supported initiatives e.g. REACH etc.</li> <li>• Provide information for briefing material as requested by headquarters.</li> </ul>	
<b>Qualifications and Expertise</b>	<ul style="list-style-type: none"> <li>• Master's degree in a relevant field- Nutrition, Public Health</li> <li>• At least five years of specific post qualification experience at the same level in a similar role with a bi-lateral, multi-lateral organisation, Government or NGO.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Demonstrated experience in strong programme planning, implementation, management and monitoring skills.</li> <li>• An excellent understanding of Nutrition &amp; Food Security issues globally and the context in Sierra Leone.</li> <li>• Ability to work as part of a team and in partnership with other stakeholders.</li> <li>• Proficiency in the Microsoft suite of applications.</li> <li>• Excellent interpersonal, written and verbal communication skills.</li> <li>• Commitment to Irish Aid's values.</li> </ul>	
<b>Competencies and Skills</b>	<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• Is flexible and willing to adapt, positively contributing to the implementation of change</li> <li>• Contributes to the development of policies in own area and the broader work of the Embassy</li> <li>• Seeks to understand the implications of taking a particular position on issues and how interdependencies need to be addressed in a logical and consistent way</li> <li>• Maximises the contribution of the team, encouraging ownership, providing support and working effectively with others</li> <li>• Formulates a perspective on issues considered important and actively contributes across a range of settings</li> </ul> <p><b>Analysis and Decision Making</b></p> <ul style="list-style-type: none"> <li>• Is skilled in policy analysis and development, challenging the established wisdom and adopting an open-minded approach</li> <li>• Quickly gets up to speed in a complex situation, rapidly absorbing all relevant information/ data (written and oral)</li> <li>• Uses numerical data skilfully to understand and evaluate business issues</li> <li>• Identifies key themes and patterns in and across different sources of information, drawing sound and balanced conclusions</li> <li>• Sees the logical implications of taking a particular position on an issue</li> <li>• Is resourceful and creative, generating original approaches when solving problems and making decisions</li> </ul> <p><b>Delivery of Results</b></p> <ul style="list-style-type: none"> <li>• Assumes personal responsibility for and delivers on agreed objectives/ goals</li> <li>• Manages and progresses multiple projects and work activities successfully</li> <li>• Accurately estimates time parameters for projects and manages own time efficiently, anticipating obstacles and making contingencies for overcoming these</li> <li>• Maintains a strong focus on meeting the needs of target groups at all times</li> <li>• Ensures all outputs are delivered to a high standard and in an efficient manner</li> <li>• Uses resources effectively, at all times challenging processes to improve efficiencies</li> </ul>	

	<p><b>Interpersonal &amp; Communication Skills</b></p> <ul style="list-style-type: none"> <li>• Communicates in a fluent, logical, clear and convincing manner verbally and in writing</li> <li>• Is able to listen effectively and develop a two-way dialogue quickly</li> <li>• Effectively influences others to take actions</li> <li>• Works to establish mutual understanding to allow for collaborative working</li> <li>• Works effectively</li> </ul> <p><b>Specialist Knowledge, Expertise and Self Development</b></p> <ul style="list-style-type: none"> <li>• Develops a clear understanding of own role, objectives and targets and how they fit into the work of the Embassy</li> <li>• Develops the expertise necessary to carry out the role to a high standard and shares this with others</li> <li>• Is proactive in keeping up to date on key developments that may impact own area and the wider Irish Aid programme</li> <li>• Consistently reviews own performance and sets self-challenging goals and targets</li> <li>• Has significant expertise in his/ her field that is recognised and utilised by colleagues</li> </ul> <p><b>Drive &amp; Commitment to Irish Public Service Values</b></p> <ul style="list-style-type: none"> <li>• Consistently strives to perform at a high level</li> <li>• Maintains consistent effort under pressure and is resilient to setbacks</li> <li>• Demonstrates high levels of initiative, taking ownership for projects and demonstrating self sufficiency</li> <li>• Is personally trustworthy and can be relied upon</li> <li>• Upholds the highest standards of honesty, ethics and integrity</li> </ul>	
<b>Terms and Conditions</b>	<ul style="list-style-type: none"> <li>• <b>Working hours:</b> full time, or 38 hours per week. Occasional late working or attendance at work-related events outside of working hours is required. (Occasional travel may be required)</li> <li>• <b>Primary work location:</b> The successful candidate will be based in the Irish Embassy, Freetown and will be expected to undertake regular in-country travel. Occasional international travel will be required.</li> <li>• <b>Start date:</b> 1 August 2019. There is a 6-month probation period, after which performance is reviewed and a two-year contract confirmed.</li> <li>• <b>Performance Management:</b> The Embassy of Ireland operates a Performance Management Development System (PMDS) based on that used in the Irish civil service. Staff members agree, with their manager, goals, key tasks and targets aligned to an annual business plan. Performance is reviewed mid-year and at year-end. The PMDS also includes agreed on-going professional development actions. The incumbent agrees his/her profile with his/her line manager.</li> </ul>	

