



Job Title	Programme Manager: Reproductive Health and Nutrition		
Reports to	Deputy Head of Development Cooperation, Embassy of Ireland, Dar es Salaam		
N° Reporting Staff	None		
Job Profile	Under the direction of the Deputy Head of Development Cooperation, manage an Embassy portfolio on reproductive health and nutrition and ensure the delivery of the Embassy's outputs including on new health and nutrition partnerships that strengthen the development-humanitarian nexus.		
Key Performance Areas	KPA detail	Competency Requirements	% time
1. Policy and Strategy	<ul style="list-style-type: none"> • Work effectively within a multi-disciplinary Strategy and team approach that combines development, political and humanitarian efforts to advance Ireland's values. • Lead efforts on the planning, design, management and monitoring of the Embassy's Nutrition and Adolescent Health strategy including relevant humanitarian response. • Conduct regular analyses of key health and nutrition indicators and reports in Tanzania and other countries of accreditation in order to inform the Embassy's strategic planning process. • Working closely with the Embassy's Gender and Human Rights Programme Managers ensure that gender equality and rights, in particular reduction of Gender Based Violence, is effectively mainstreamed throughout the portfolio. 	<ul style="list-style-type: none"> • Highly self-motivated with an ability to work independently and as part of a team. • Analytical and conceptual thinking, seeing relationships between issues and identifying coherent solutions. • Management and team working Flexibility and comfortable adaptation to change. 	25%
2. Programme Management, Monitoring and Learning	<ul style="list-style-type: none"> • Lead the effective management of programme partners, in-line with the Irish Aid Grant Management Standards ensuring delivery effectiveness and efficiency, robust oversight, value for money, and risk management. • Ensure effective monitoring of programmes through developing and tracking indicators and generating evidence for reporting and lesson learning, this includes tracking Ireland's spend in-country on nutrition specific and sensitive programming • Lead on the capturing, reporting, and communicating of results in areas of 	<ul style="list-style-type: none"> • Excellent project management skills with experience of managing programs and budgets. • Delivery of results, ensuring 	40%



	<p>responsibility.</p> <ul style="list-style-type: none"> • Prepare and participate in field visits – including engagement with local and central authorities; Undertake regular monitoring visits to ensure partner compliance and effective implementation. • Ensure that the approach to programme management, monitoring and learning is informed by up-to-date global and local trends, evidence, and best practice. • Develop key partnerships with the Government of Tanzania and other stakeholders. • Identify opportunities to integrate nutrition into other programme areas supported by the mission strategy in particular health and livelihoods. Build synergies between health, nutrition and climate change programming. • Foster opportunities for stronger links and institutional partnerships between Ireland and Tanzania in relevant areas. • Manage Ireland's engagement with the work of relevant HQ-funded programmes in Tanzania, including timely communication with Headquarters and ensuring that Ireland's policy priorities are effectively promoted. • Analyse key research reports and evaluations to identify and document lessons and produce analytical summaries for internal use and/or policy application. • Identify opportunities for the Embassy to contribution to policy research, in line with the Mission Strategy and Irish Aid's Research Strategy. 	<p>high quality and optimal use of resources, with accurate monitoring and reporting.</p> <ul style="list-style-type: none"> • Excellent communication skills including excellent written and verbal skills. • Highly self-motivated with an ability to work independently and as part of a team. 	
3. Advocacy and representation	<ul style="list-style-type: none"> • Represent the Embassy on appropriate working groups and coordination structures for nutrition - Irish Aid is the SUN donor co-convenor for Tanzania. The Programme Manager will be required to support the Co-Convenor role. • Support the development of policy coalitions to advocate for quality community based 	<ul style="list-style-type: none"> • Excellent communication skills including excellent written and verbal skills in English; Swahili is an asset, • Highly self-motivated with 	25%



	<p>health and nutrition services with a focus on reducing maternal mortality rates, and improving reproductive health outcomes for women and adolescent girls.</p> <ul style="list-style-type: none"> Develop and maintain a strong network key stakeholders in the sector, including through representing the Embassy in relevant working groups and coordination structures. 	<p>an ability to work independently and as part of a team.</p> <ul style="list-style-type: none"> Strong ability to build and maintain strategic networks. 	
4. Teamwork and communication	<ul style="list-style-type: none"> Participate in Embassy strategic planning processes and contribute to cross-Embassy team work on health and nutrition, putting women and adolescent girls at the centre. Build effective working relationships with Irish Aid teams in other Embassies and at Headquarters to ensure consistency with Irish Aid policies and strategies and to exploit cross-learning opportunities. Provide briefing material as required, including regular updates on the nutrition and adolescent health policy environment Co-ordinate research and documentation of lessons learnt, 'best practice' and emerging thinking relating to nutrition and adolescent health in Tanzania and globally. Work closely with the Regional Senior Nutrition Advisor to draw on the supports available to strengthen the Mission's programmes in Tanzania. Carry out additional responsibilities that may be assigned by line management from time to time. 	<ul style="list-style-type: none"> Excellent research skills and experience in managing research, analysis, management and synthesis of reports. Communications skills, ensuring information is provided clearly, concisely and confidently when speaking and in writing. Excellent interpersonal communications, ensuring responsiveness, diplomacy, tact, courtesy and respect for others at all times. 	15%



Qualifications and Skills Requirements	<p>Essential:</p> <ul style="list-style-type: none">• A post-graduate qualification in development management or related discipline relevant to the requirements of this post.• A minimum of three years' relevant experience working in a field related to reproductive health and/or nutrition.• A proven capacity for delivering timely results and taking responsibility for quality outcomes.• A sound understanding of key concepts relating to reproductive health, nutrition and humanitarian action.• Interpersonal skills to form effective working relationships with people at all levels and the ability to work independently and as part of a team.• Excellent communication skills including fluent written and verbal English.• Fluency in Kiswahili. <p>Desirable:</p> <ul style="list-style-type: none">• At least two years working in a senior level with a Tanzania based national or international organisation.• A sound understanding of the political, economic, social and cultural environments impacting on Tanzania and the countries of the Great Lakes sub-region, including a clear understanding of the relevant Tanzanian policies and institutional frameworks.• Experience working in or closely with reproductive health and/or nutrition in Tanzania.
Terms and Conditions	<ul style="list-style-type: none">• Primary work location: Embassy of Ireland, Dar es Salaam• Working hours: full time, or 38 hours per week. There are 24 days annual leave. Occasional late working or attendance at work-related events outside of working hours is required. (Occasional travel may be required)• Salary Scale: Grade 3 (TSh7,132,233 to TSh10,343,397). The successful candidate will normally start at the Point 1 on the scale.• Benefits: The Embassy offers an employee health benefits scheme.• Start date: Immediate. This position will be offered on a three-year renewable basis. A six month probationary period will apply.• Performance Management: 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.