



Job Title	Programme Manager: Sexual and Reproductive Health and Nutrition			Drafted July 2018 Review August 2021
Reports to	Deputy Head of Development Cooperation, Embassy of Ireland, Dar es Salaam			
Nº Reporting Staff	None			
Job Profile	Under the direction of the Deputy Head of Development Cooperation, manage an Embassy portfolio on sexual and reproductive health & rights and nutrition.			
Key Performance Areas	Key Performance Areas details	Competency Requirements	% time	
1. Policy and Strategy	<ul style="list-style-type: none"> <li>Work effectively within a multi-disciplinary Strategy and team approach that combines development, political and humanitarian efforts to advance sustainable development and Ireland’s international development policy.</li> <li>Lead efforts on the planning, design, management and monitoring of the Embassy’s nutrition and sexual and reproductive health programme including relevant humanitarian response.</li> <li>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;</li> <li>Work closely with other programme managers to mainstream gender, climate action and governance &amp; human rights across the reproductive health and nutrition portfolio.</li> </ul>	<ul style="list-style-type: none"> <li>Highly self-motivated with an ability to work independently and as part of a team.</li> <li>Analytical and conceptual thinking, seeing relationships between issues and identifying coherent solutions.</li> <li>Management and team working</li> <li>Flexibility and comfortable adaptation to change.</li> </ul>	25%	
2. Programme Management, Monitoring and	<ul style="list-style-type: none"> <li>Management of programme partnerships, in-line with the Department of Foreign Affairs standardised approach to grant management, ensuring delivery effectiveness and efficiency, robust oversight, value for money, and risk</li> </ul>	<ul style="list-style-type: none"> <li>Excellent project management skills with experience of managing</li> </ul>	40%	



<p><b>Learning</b></p>	<p>management.</p> <ul style="list-style-type: none"> <li>• Monitor 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</li> <li>• Lead on the capturing, reporting, and communicating of results in areas of responsibility.</li> <li>• Prepare and participate in field visits – including engagement with local and central authorities. Undertake regular monitoring visits to ensure partner compliance and effective implementation.</li> <li>• Ensure that the approach to programme management, monitoring and learning is informed by up-to-date global and local trends, evidence, and best practice.</li> <li>• Develop key partnerships with the Government of Tanzania and other stakeholders.</li> <li>• Identify opportunities to integrate nutrition into other programme areas supported by the mission strategy in particular health and livelihoods. Build synergies between health, nutrition, governance &amp; human rights and climate change and integrate them into programme planning.</li> <li>• Foster opportunities for stronger links and institutional partnerships between Ireland and Tanzania in relevant areas.</li> <li>• 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.</li> </ul>	<p>programs and budgets.</p> <ul style="list-style-type: none"> <li>• Delivery of results, ensuring high quality and optimal use of resources, with accurate monitoring and reporting.</li> <li>• Excellent communication skills including excellent written and verbal skills.</li> <li>• Highly self-motivated with an ability to work independently and as part of a team.</li> </ul>	
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	<ul style="list-style-type: none"> <li>Analyse key research reports and evaluations to identify and document lessons and produce analytical summaries for internal use and/or policy application.</li> <li>Identify opportunities for the Embassy to contribute to policy research, in line with the Mission Strategy and Irish Aid's Research Strategy.</li> </ul>		
<p><b>3. Advocacy and representation</b></p>	<ul style="list-style-type: none"> <li>Represent the Embassy in appropriate working groups and coordination structures for nutrition. Ireland is the Development Partner Group Nutrition co-chair and the SUN donor co-convenor in Tanzania. The Programme Manager will be required to support these roles.</li> <li>Support the development of policy coalitions to advocate for quality community based health and nutrition services with a focus on reducing maternal mortality rates, and improving sexual and reproductive health outcomes for women and adolescent girls.</li> <li>Develop and maintain a strong network of key stakeholders in the sector, including through representing the Embassy in relevant working groups and coordination structures.</li> </ul>	<ul style="list-style-type: none"> <li>Excellent communication skills including excellent written and verbal skills in English and Kiswahili</li> <li>Highly self-motivated with an ability to work independently and as part of a team.</li> <li>Strong ability to build and maintain strategic networks.</li> </ul>	<p>20%</p>
<p><b>4. Teamwork and communication</b></p>	<ul style="list-style-type: none"> <li>Participate in Embassy strategic planning processes and contribute to cross-Embassy team work on health, nutrition and humanitarian putting women and adolescent girls at the centre.</li> <li>Build effective working relationships with teams in other Irish Embassies and at Headquarters to ensure consistency with Irish policies and strategies and to exploit cross-learning opportunities.</li> <li>Provide briefing material as required, including regular updates on the nutrition</li> </ul>	<ul style="list-style-type: none"> <li>Excellent research skills and experience in managing research, analysis, management and synthesis of reports.</li> <li>Communications skills, ensuring information is provided clearly, concisely</li> </ul>	<p>15%</p>



	<p>and adolescent health policy environment.</p> <ul style="list-style-type: none"><li>• Co-ordinate research and documentation of lessons learnt, 'best practice' and emerging thinking relating to nutrition and sexual and reproductive health in Tanzania and globally.</li><li>• Carry out additional responsibilities that may be assigned by line management from time to time.</li></ul>	<p>and confidently when speaking and in writing.</p> <ul style="list-style-type: none"><li>• Excellent interpersonal communications, ensuring responsiveness, diplomacy, tact, courtesy and respect for others at all times.</li></ul>	
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<b>Qualifications and Skills Requirements</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• A post-graduate qualification in development management or related discipline relevant to the requirements of this post.</li> <li>• A minimum of three years’ relevant experience working in a field related to reproductive health and/or nutrition.</li> <li>• A proven capacity for delivering timely results and taking responsibility for quality outcomes.</li> <li>• A sound understanding of key concepts relating to sexual and reproductive health and nutrition.</li> <li>• Interpersonal skills to form effective working relationships with people at all levels and the ability to work independently and as part of a team.</li> <li>• A demonstrated ability to engage in complex policy discussions.</li> <li>• Excellent communication skills including fluent written and verbal English and Kiswahili languages.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• At least two years working in a senior level with a Tanzania based national or international organisation.</li> <li>• A sound understanding of the political, economic, social and cultural environments impacting on Tanzania, including a clear understanding of the relevant Tanzanian policies and institutional frameworks.</li> <li>• A proven ability to analyse and interpret quantitative data</li> <li>• Experience working in or closely with sexual and reproductive health and/or nutrition in Tanzania at clinical and/or policy levels.</li> </ul>
<b>Terms and Conditions</b>	<ul style="list-style-type: none"> <li>• <b>Primary work location:</b> Embassy of Ireland, Dar es Salaam</li> <li>• <b>Working hours:</b> 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 (periodic travel will be required).</li> <li>• <b>Salary Scale:</b> Pay Scale C, basic pay.</li> <li>• <b>Benefits:</b> The Embassy offers an employee health benefits scheme.</li> <li>• <b>Start date:</b> 01 November 2021, or sooner if possible. This position is offered on a three-year renewable basis. A six month probationary period will apply.</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>



Ambasáid na hÉireann  
Embassy of Ireland

EMBASSY OF IRELAND  
DAR ES SALAAM

JOB DESCRIPTION: Programme Manager (Sexual & Reproductive Health and Nutrition)

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