



## An Roinn Gnóthaí Eachtracha Department of Foreign Affairs

Health and Nutrition Advisor  
Embassy of Ireland, Kampala

*Our mission is to promote and protect abroad the values, interests and economic well-being of Ireland and its people. We do this under the political direction of our Ministers, through our staff at home and through our Embassy network abroad.*

The Embassy of Ireland in Uganda aims to make a distinctive and principled foreign policy contribution benefitting the citizens of Ireland, Uganda, and Rwanda, and to ensure that Ireland's development efforts reach the furthest behind first and result in improvements in the lives of the most vulnerable people in Uganda. The Embassy manages Ireland's development cooperation programme, Irish Aid, in Uganda.

The Embassy is seeking to recruit a Health and Nutrition Advisor to provide technical advice and manage Irish Aid's health and nutrition programme in Uganda. The Health and Nutrition Advisor will support Embassy senior management in strategic planning, policy dialogue, and development of partnerships in health and nutrition in Uganda.

### Position details:

- Health and Nutrition Advisor
- Full time position
- Based at the Embassy of Ireland in Kampala, with travel within Uganda, particularly Karamoja. Occasional international travel may arise.
- Contract will be offered on a 12 month fixed term
- Reporting to Deputy Head of Cooperation

### Essential requirements candidates must be able to demonstrate:

- **Master's degree** in a relevant field (public health, behavioural science or other related fields).
- At least **five (5) years** of specific **post qualification experience** working in Health and Nutrition with a bi-lateral, multi-lateral organisation, Government or NGO.
- At least **five (5) years'** experience in programme/project design, monitoring/evaluation/learning, grant management and strategic planning
- Relevant experience (**at least 3 years**) engaging in policy dialogue and advocacy at a similar level to the advertised position.
- An excellent understanding of the national, regional and global health and nutrition context
- Candidates must be able to demonstrate excellent communication, writing and reporting skills including fluent written and verbal English. Applicants may be contacted in advance to establish language proficiency and a short written language test may be required;
- The candidate must demonstrate, using work based examples, excellent interpersonal & communications skills, being persuasive, working in a team but also engaging effectively with people in external organisations;
- Candidates must be able to demonstrate a proven capacity for delivering timely results and taking responsibility for quality outcomes;
- Proficient with MS Office Suite including Word, Excel, Outlook and PowerPoint; additional IT applications would be beneficial (e.g. working with datasets);
- **A legal entitlement to live and work in Uganda prior to recruitment**

### Desirable:

- At least two years working at a senior level with a national or international organisation in Uganda.

- Experience and knowledge of the Karamoja sub-region
- Specific expertise in reproductive, maternal, new-born, child, and adolescent health (RMNCAH)

**Reporting:**

- The Health and Nutrition Advisor will report to the Deputy Head of Cooperation. The Advisor is expected to work with considerable independence, working within the scope of the programme, policies and procedures of the Embassy and wider Department.

**Terms and conditions of employment:**

The successful candidates will be hired on an initial 1 year fixed contract and will be based at the Embassy office.

The salary for the position is €31,959 per annum, paid locally on a monthly basis. Salaries are paid direct to a bank account therefore the successful candidate must have a bank account.

The positions will have an annual leave allowance of 21 days per annum, exclusive of public holidays, adjusted *pro rata*.

**The successful candidate must have a legal entitlement to live and work in Uganda prior to recruitment.**

**How to apply:**

The Job Description and Application Form for this position are available on our website

<https://www.dfa.ie/irish-embassy/uganda/>

Completed application forms should be sent via e-mail only to [Recruitment.Kampala@dfa.ie](mailto:Recruitment.Kampala@dfa.ie) with the subject line **Health and Nutrition Advisor**.

**Applications must be received by 02 September at 17hrs EAT.**

No CVs will be accepted. No applications will be accepted after this deadline. Please note that only short listed applicants will be contacted.

**Selection Process:**

A short-listing of candidates to be called for a **competency-based** interview will be undertaken based on the Essential/Key Requirements above. A test may be administered for those who progress to the second and final interview stage.

It is planned that first interview will be held by video-conference the second or third week of September 2022 and the second/final round (including test) will be conducted in person.

A panel may be set up depending on the calibre of candidates.

**General Data Protection Regulation (GDPR):**

All personal information received will be kept in line with GDPR guidelines.

**Security Clearance for Local Staff:**

Police security clearance will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful this information will be destroyed. If the applicant subsequently comes under consideration for another position they will be required to supply this information again.

***Please note that canvassing will disqualify applicants.***

***The Embassy of Ireland is committed to a policy of Equal Opportunity.***

## **Job Description - Health and Nutrition Advisor**

The Embassy manages Ireland's development cooperation programme, Irish Aid, in Uganda. The role of the Health and Nutrition Advisor is to provide technical advice and manage Irish Aid's health and nutrition programme in Uganda. The Health and Nutrition Advisor will support senior management in strategic planning, policy dialogue, and development of partnerships in health and nutrition in Uganda.

The Advisor's responsibilities will include, but are not limited to:

### **Responsibilities:**

#### **Policy and Advocacy:**

- Engage in, and provide ongoing analysis of policies and technical issues relating to health and nutrition in Uganda and implications and opportunities for the Embassy
- Represent Ireland's policy positions and priorities in external fora
- Build effective relationships with relevant government, donor and non-governmental partners in health and nutrition
- Engage in national level Health and Nutrition policy dialogue, Health and Nutrition planning and review processes with Government of Uganda and Cooperating partners.
- Ensure that issues arising at subnational levels are fed into the policy dialogue at national level
- Participate in external donor co-ordination and harmonisation meetings, including active participation in the monthly Development Partner Group meetings.
- Participate in other relevant committees, boards, and task team meetings for health and nutrition.
- Represent the Embassy at functions as requested by the Deputy/Head of Cooperation

#### **Learning and Communications:**

- Lead on the capacity strengthening of Embassy staff to enable delivery of the Mission strategy from a health and nutrition perspective
- Identify opportunities to integrate health and nutrition into other areas of the Mission Strategy in a manner that strengthens coherence and builds synergies;
- Keep up to date on new research and learning emerging nationally, regionally and internationally relevant to health and nutrition
- Provide summary analysis of health and nutrition documents and reports and summary reports on meetings attended.
- Prepare briefings and speeches on health and nutrition and other related issues as requested.
- Identify strategic research gaps, coherent with Irish Aid programme objectives, which could be supported with Embassy funding
- Ensure that learning from the health and nutrition engagement is effectively documented and shared across the programme and with other Irish Embassies, as with external partners.
- Support the organisation of visits, including high level visits to projects and stakeholders in health and nutrition
- Communicate Irish Aid's work in health and nutrition to all relevant internal and external stakeholders, ensuring that the material is user-friendly and engaging

## Program Management

- Participate in the development of the Embassy Mission Strategy
- Identify potential partners to implement the Mission Strategy priorities in health and nutrition and support the design of new projects
- Appraise prospective projects, proposals and budgets in line with agreed criteria
- Conduct Organisational Capacity and Risk Assessments of partners, and maintain up to date risk profiles for all partners
- Ensure that adequate contractual arrangements are in place with partners
- Monitor partners including appraisal of annual reporting, conducting field monitoring visits and completing monitoring reports.
- Ensure ongoing dialogue and engagement with partners in relation to programme implementation.
- Work with the Embassy accountant and internal audit in reviewing and following up on partner financial reports and audits.
- Communicate arising issues in programme implementation in a timely manner
- Actively engage in internal quality assurance processes including as a peer reviewer to other components of the development programme
- Adhere to records management and grant management requirements
- Draft terms of reference for consultants and engage in the procurement process for consultants funded by the Embassy related to health and nutrition and assist in the subsequent management of the consultants.

## Essential:

- **Master's degree** in a relevant field (public health, behavioural science or other related fields).
- At least **five (5) years** of specific **post qualification experience** working in Health and Nutrition with a bi-lateral, multi -lateral organisation, Government or NGO.
- At least five (5) years of experience in programme/project design, monitoring/evaluation/learning, grant management and strategic planning
- Relevant experience (**at least 3 years**) engaging in policy dialogue and advocacy at a similar level to the advertised position.
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- Candidates must be able to demonstrate a proven capacity for delivering timely results and taking responsibility for quality outcomes;
- Proficient with MS Office Suite including Word, Excel, Outlook and Powerpoint; additional IT applications would be beneficial (e.g. working with datasets);
- The successful candidate **must have a legal entitlement to live and work in Uganda** prior to recruitment.
- Ability to work as part of a team and in partnership with other stakeholders.
- Excellent interpersonal, written and verbal communication skills.

## Desirable:

- At least two years working at a senior level with a Uganda based national or international organisation.
- Specific expertise in reproductive, maternal, newborn, child and adolescent health (RMNCAH)
- Experience and knowledge of the Karamoja sub-region.

## Reporting:

The Health and Nutrition Advisor will report to the Deputy Head of Cooperation. The Advisor is expected to be self-motivated and able to take initiative, working within the scope of the programme, policies and procedures of the Embassy and wider Department.