

# Health & Nutrition Technical Advisor

## Position Description

<b>Reporting to:</b>	Pacific Regional PDQ Director	<b>Work location:</b>	Port Moresby
<b>Department:</b>	International Department / Pacific Division	<b>Budget holder:</b>	No
<b>Team:</b>	Pacific PDQ	<b>Direct reports:</b>	Nil

## Role Purpose

Reporting to the Pacific Regional Program Development and Quality Director, the **Health and Nutrition Technical Advisor** is responsible for providing technical advice, leadership and guidance on health and nutrition in the Pacific. This includes leading on technical advice and coordination of Save the Children PNG's health and nutrition programme and providing business development and technical support to other countries in the Pacific region as needed. The role requires high level technical knowledge of public health and nutrition to support strategic planning, business development, reviewing/developing evidence-informed, contextually relevant health and nutrition programs and identifying and supporting the implementation of appropriate implementation modalities.

At the PNG level, the Health & Nutrition Advisor has the overall responsibility for the direction and coordination of the country's health and nutrition program. Working to strengthen the technical quality of health & nutrition programs and the capacity of staff to implement high quality programs, key outcomes will be to: advance PNG's health & nutrition goals in the country strategic plan, establish and strengthen donor relationships, lead on the design of health & nutrition program/projects (in development and emergency contexts), guide and support program staff to initiate planned interventions, work closely with national and provincial health & nutrition stakeholders to coordinate and provide an effective, timely and strategic collective response to health & nutrition needs. At the national and provincial level, the position will coordinate with technical partners, National Department of Health (NDoH), Provincial Health Authorities (PHAs), WHO, UNICEF, other UN Agencies, nutrition networks, and other development partners for effective implementation of programs and to advocate for improved policies and programs. The position will work closely with the PDQ and Operations teams internally in facilitating the planning, implementation, and monitoring of health and nutrition programs. Externally, the role will be expected to work strategically in PNG with NDOH and PHAs, and other relevant sectors to position Save the Children as a leading provider of life changing maternal child health and nutrition interventions for families and communities in Papua New Guinea.

At the regional level, the position will assist in the development of new business development, including proposal writing and technical input for health and nutrition programs, and providing technical advice where needed. The Advisor should ensure that all aspects of work are undertaken in accordance with Save the Children policy and health and nutrition Common Approaches.

In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.

## Key Areas of Accountability

### Strategic Program Development

- Identify opportunities to grow and strengthen the health & nutrition portfolio in PNG and across the Pacific, including identification of future partners and areas of programming.

- Set, support and monitor the strategic direction of health & nutrition programs, playing a significant role in defining strategies and results, aligning programs with SCA and SC global strategies and results architecture.
- Maintain oversight of program portfolios and ensure alignment with Country Office CSPs.
- Establish and strengthen donor relationships and position Save the Children for funding from diverse range of donors.
- Lead and work in collaboration with relevant SC/partner staff to develop funding strategies and proposals to expand the health & nutrition portfolio in line with strategic priorities and technical best practice from a range of sources. This will involve continuously developing concepts and innovations and packaging them for a range of donors, both for proactive and reactive fundraising efforts.
- Identify and pursue opportunities for synergistic, inter-sectoral programs to address the holistic needs of children, especially the most deprived.
- Ensure multi-thematic approaches to program design and methodologies; ensure that cross thematic objectives (Gender Equity, disability and Social Inclusion, Disaster Risk Reduction, Child Participation and child rights programming) are included in program design and monitoring.
- Support development and implementation of health and nutrition research, including seeking new funding opportunities and providing strategic inputs to proposals in the development stage.
- Humanitarian preparedness: Support the development of scenario-based country-specific preparedness plans for PNG office, including identification of health response triggers and health response plans.

### **Coordination & Representation in PNG**

- Work with a range of partners and stakeholders to ensure SC's contributions to health & nutrition are in line with the national nutrition, donor and Save the Children priorities.
- Represent Save the Children in national health & nutrition community engagement including government, donors, partners, I/NGOs and CSOs., including coordinating with national nutrition initiatives and partners (e.g. SUN CSA).
- Coordinate with NDOH and PHAs and other sectors authorities to ensure participation of Save the Children in the celebration of key international and national health related days.
- Maintain excellent relationships with donors, both in terms of strategic positioning and program delivery
- Represent PNG in Save the Children International networks and meetings including at the Asia region, with members and other Country offices
- Lead in defining Save the Children's advocacy agenda in the health & nutrition sector, as informed by SC's experience in PNG and globally. Lead in networking and articulating Save the Children's position, policy and strategy in national forums and meetings. Engage in key debates related to national health & nutrition sector policies and programs, in coordination with other technical colleagues and other relevant staff.

### **Program Quality and Delivery**

- Support the development and implementation of Project Implementation Plan and procurement plans for health and nutrition programs
- Support, in coordination with the MEAL and health & nutrition Project Managers, the development and implementation of MEAL activities including communicating impact and lessons learned
- Support the health and nutrition team and MEAL in the development of programme quality mechanisms, including Quality Benchmarks, for health & nutrition programmes.

### **Technical**

- Lead in the development of technical outputs and training materials necessary for the effective delivery of health & nutrition programs. Technical input should be aligned with SC Global Health and Nutrition strategic approaches.
- Facilitate relevant trainings as needed at national and provincial levels, and build technical capacities of project team members through mentoring and coaching especially technical

provincial health staff. Provide technical support to multi-sectoral implementation teams through programme visits, review reports and joining of technical review meetings

- Collaborate closely with other national and regional technical advisors to facilitate quality assurance review of all technical outputs
- Provide health and nutrition technical expertise to support strategic planning, program development and program quality
- Lead the contextualization of Save the Children common approaches in PNG, including Treating Children Close to Home, Nourishing the Youngest, My Sexual Health and Rights, among others, and ensure their implementation with fidelity and build staff capacity as needed
- Collaborate with child protection technical advisers to ensure child protection, child safeguarding and child participation is integrated into all health and nutrition program design and program operations
- Support health and nutrition programme teams and MEAL advisor in development and submission of quality health and nutrition reports to donors, government and health and nutrition stakeholders.

### **Evidence and Learning**

- Document and facilitate the sharing of experience and learning across the Pacific and the wider sector
- Be up to date on relevant global policy and programming relating to health and nutrition within and beyond the Save the Children movement

### **Other**

- Any other reasonable task as assigned by the line manager

### **Health and safety requirements**

- Act in a safe manner at all times, including complying with all safety instructions and training given at the workplace
- Participate in, and contribute to, health and safety awareness and improvements
- Comply with emergency evacuation procedures
- Report all incidents, injuries and potential hazards in a timely manner

### **Child protection and safeguarding requirements**

- Safeguard children's rights and act in the best interests of children at all times
- Comply with child safeguarding and protection policies and standards
- Maintain a child safe environment at the workplace
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Not abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

### **Security and risk management requirements**

- Be aware of, and consider, the risks associated with your everyday work and apply appropriate mitigation measures

## **Person Specification**

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### **Essential knowledge or experience**

- 7+ years of professional experience in health & nutrition program design and implementation including maternal child health and nutrition in PNG and the Pacific

- Advanced knowledge of PNG and Pacific national health & nutrition stakeholder community, including government health priorities and processes, institutions and networks.
- Advanced understanding of the Pacific health sector especially working with national and provincial health authorities
- Experience managing large, complex health and nutrition programs in PNG and/or the Pacific with multiple stakeholders and implementing partners
- Experience in coordinating maternal child health and nutrition programs with national and provincial health authorities, NGOs, UN Agencies, institutions and development partners involved in maternal child health and nutrition programs.
- Experience in advocating for effective maternal child health and nutrition interventions/strategies at the national level.
- Proficiency in Tok Pisin, and ability to produce high quality organization and donor reports in English for dissemination and publication.
- Experience with qualitative and quantitative data analysis and management methods and tools
- Knowledge and experience relating to Save the Children’s Common Approaches highly desirable
- Willingness to travel to regional areas of PNG and in the Pacific.

### **Skills/Abilities**

- Ability to maintain consistent high standards of professional behavior and achievement when working independently and as part of a team
- Ability to problem-solve, multi-task, determine priorities, take initiative, and work independently and in multi-cultural settings
- Strong interpersonal, oral and especially written communication skills, including strong public speaking skills and experience
- Demonstrated leadership skills across a range of diverse stakeholders in a complex working environment
- Demonstrated strategic planning skills, along with monitoring and evaluation
- Ability to focus analysis at a sector and systems level
- Ability to influence and negotiate with a range of diverse stakeholders
- Rapport building, networking & relationship building abilities
- High levels of computer proficiency including MS packages
- Written and verbal fluency in English

### **Desirable knowledge or experience**

- Previous experience working with PNG / Pacific media to conduct national campaigns
- Previous experience influencing policy makers through campaigns
- Additional professional certificates: Certificate or diploma in nutrition, immunization, IMCI, MNCH and community health

### **Required qualifications and/or accreditations**

- Bachelor’s Degree in Public health, nutrition or equivalent health related degree

### **Special Notes:**

Save the Children is a diverse organisation. We welcome and want people who represent the diversity that exists within our community. We therefore strongly encourage people with a disability, people with culturally and linguistically diverse backgrounds, people who identify as LGBTQI, young people and older people, to apply.

<b>Driver’s Licence:</b>	Not required	<b>Travel:</b>	Required
<b>Working with Children Check:</b>	Required	<b>Assets:</b>	Provided