

Job Title:	Health and Nutrition Programme Manager
Department:	International Programmes
Location:	Khartoum (50% time in the field)
Reports to:	Country Director Sudan
Line Management responsibility:	Health and Nutrition staff in Khartoum and field offices
Budgetary Responsibility:	Up to £ 5 million
Child safeguarding level:	This role will have direct access to vulnerable adults and children on a frequent/intensive basis. Therefore will require an Enhanced DBS check, or in the event that the employee is not a UK resident, a check to its equivalent in the current residing country will be required.

Job Purpose:

The Health and Nutrition Programme Manager will work closely with the Country Director and Project Coordinators to ensure programme development and quality of the Health and Nutrition programmes as well as Food Security and Livelihood programmes. The position holder will focus on project design and development of programmes ensuring high level of project design standards. In addition, the position holder will focus on quality implementation of health and nutrition project following the project management standards.

Key Accountabilities:

Technical

- Ensure quality and timely field level implementation of the Health and Nutrition programme against set objectives, targets, work plans
- Draft supervision guidelines to ensure quality delivery of Outpatient treatments for SAM and MAM in children under five years of age
- Draft and review Muslim Aid treatment protocols and ensure that implementation is in accordance national guidelines
- Conduct field assessments, identifying potential needs, designing and implementing response plans
- Mentor and coach the nutrition teams in treatment protocols, conducting supportive supervision, and provide refresher trainings on CMAM
- Support regular Health and Nutrition programme evaluations, rapid assessments identifying needs and making practical recommendations on to address them
- Coordinate with the SBCC and nutrition Programme officer to establish mechanism for tracking referrals
- Enhance integration of nutrition activities with other key health programs
- Lead contributions to the annual planning and reporting processes for Health and Nutrition
- Develop capacity of national staff and local partners on quality implementation and reporting of health and nutrition programmes

Project management

- Lead the health and nutrition team and ensure quality implementation of the programme
- Oversee health and nutrition job description reviews, recruitment, orientation and performance reviews for the nutrition team
- Develop health and nutrition activity work plans based on the program annual work plan and implement activities in a timely manner
- Coordinate with the Monitoring and Evaluation Coordinator in compiling monthly health and nutrition reports
- Coordinate with the Logistics Officer to improve supply chain management and accountability for nutrition supplies
- Develop new project proposal on health and nutrition
- Manage programme budgets and ensure compliance with donor and Muslim Aid policies

- Review budget vs actual on monthly basis and provide feedback to finance department
- Provide regular one to ones to the relevant employees, ensuring that you adhere to MA's annual appraisal "PACE" framework
- Ensuring that relevant employees are set with annual SMART objectives and making sure that you are aware of your SMART objectives from your line manager

Representation

- Participate in relevant coordination meetings, collaborate and build strong relationships with line ministry, donors and local partners
- Support local programme supervision visits from donors, MoH or authorities or any other relevant parties
- Attend health and nutrition cluster meetings at Khartoum and State level

Travel

- The Health and Nutrition Programme Manager will be required to spend a significant amount of their time travelling to project locations, and meeting with donors, partners, beneficiaries and local stakeholders.

Other

- To ensure all records are maintained and stored accordingly.
- To comply with all policies, procedures, legal and regulatory requirements.
- Any other duties commensurate with the accountabilities of the post.

Person Specification		
	Essential(E)/Desirable(D)	Assessment Stage
Qualifications:		
A relevant professional qualification in a related field (eg: MBBS, Master's in Public Health, Nutrition, Development Studies or other)	E	Application, Interview
Experience & Knowledge:		
Minimum of 3 years' work experience in managing health and/or nutrition programmes	E	Application, Interview
Experience in food security and livelihood programmes	D	Application, Interview
Strong experience in project grants management for large and complex projects, including project design, budget preparation, expenditure tracking, monitoring and evaluation, reporting, etc	E	Application, Interview
Substantial experience with successful business development activities capturing significant public and private donor funding, including proposal coordination, proposal writing, and agreement negotiation.	E	Application, Interview
Staff management experience and competencies that are conducive to fostering an open learning environment.	D	Application, Interview
Experience coaching and mentoring senior program staff.	E	Application, Interview
Experience and abilities in capacity strengthening - developing curricula and facilitating trainings.	E	Application, Interview
Experience working with donor-funded project.	E	Application, Interview

Skills & Abilities:					
Ability to plan and work within agreed timeframes	E	Application, Interview			
Ability to demonstrate initiative and work well under pressure	E	Application, Interview			
Meticulous attention to detail	E	Application, Interview			
Numeracy and strong financial skills, experience of working with financial data	E				
Ability to understand and generate budgets	E	Application, Interview			
High standard of computer literacy (Excel, Word, Outlook)	E	Application, Interview			
Willing to work in remote areas	E	Application, Interview			
Excellent English writing skills	E	Application, Interview			
Excellent communication and interpersonal skills and ability to work with staff based in different states in the country	E	Application, Interview			
Commitments:					
Commitment to Muslim Aid's mission, visions and values	E	Application, Interview			
Commitment to Muslim Aid's ethos	E	Application, Interview			
Commitment to equality of opportunity and diversity	E	Application, Interview			
Commitment to Muslim Aid's Child and Vulnerable Adults Policy and Procedure	E	Application, Interview			
You will display the competencies below :					
Competencies	Definition				
Team working	Co-operates with and respect colleagues to exceed up and beyond individual efforts				
Communication	The ability to listen, express and communicate information effectively				
Performance Management	Delivery of organisation objectives through effective setting of SMART personal goals and team goals				
Results Focused	Getting the job done in an efficient way through effective time, task and financial management				
Leadership	Inspiring, supporting and developing others to achieve outstanding levels of performance				
Innovation & Continuous Improvement	Constantly seeking to improve the way business is done through analysis, creativity, problem solving and change initiatives				
Please signify your acceptance of this job description by signing below and returning a copy to HR					
Employee Name:		Date:		Employee signature:	
Line Manager Name:		Date:		Line Manager signature:	