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**JOB DESCRIPTION**

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| **Job Title:** | Nutrition Adviser |
| **Company:** | Self Help Africa |
| **Department:** | Programmes |
| **Location:** | Lilongwe |
| **Reports to:** | Head of Programmes |
| **Job Purpose:** | Self Help Africa (SHA) is a non-governmental international organization engaged in rural development programmes to change the livelihood of the rural communities/households in over 8 countries in Africa. Hunger and malnutrition remain a major issue worldwide and specifically in all the countries that SHA (Self Help Africa) is operational in. Nutrition, in the past has been placed within the health sector. However, there is a recognition that the food and agriculture sector has a major role in insuring improved food and nutrition security. With this as a core focus within our organisation it is essential that SHA’s agriculture and enterprise projects and programmes have a strong nutrition focus.This purpose of this position is to drive and build technical excellence, improve programme quality across the organisation and become a leader in innovative development practice. Promoting nutrition sensitive agriculture will involve ensuring that all of SHA programmes and projects progressively integrate explicit nutrition objectives and indicators into project/programme design.This post will facilitate learning, mentor programme staff and build staff capacity (both SHA and partner staff) based on good practice from within the organisation and experiences from other development actors.  |
| **Key Responsibilities:** | **Technical Resource:** * This position will be the resource person for Nutrition within SHA country programming. The role will involve working with the team throughout project cycle management – from supporting the development of concept notes ensuring a strong nutrition element, proposal development, programme delivery, supporting M &E and evaluation of projects/programmes.
* Advise, mentor, train and support programme/partner staff to effectively integrate nutrition sensitive agriculture into programmes and projects including setting objectives and measuring results.

**Networking:*** + This role will ensure SHA engagement in relevant networks to strengthen SHA’s visibility within nutrition, remain current/up to date within this sector and where possible capitalise on relevant opportunities that arise in terms of funding, and dissemination of SHA work. Networking with relevant stakeholders will include the various ministries, UN agencies such as UNICEF and WHO and NGO’s involved in the nutrition sector.

**DETAIL OF KEY RESPONSIBILITIES:** * Support the Head of Programmes in planning and designing programmes; ensuring that nutrition is specifically addressed with effective implementation strategies in line with SHA Country programme strategy
* Support SHA staff and partners in developing nutrition components of projects/programmes through establishing knowledge gaps and conducting capacity building/training and conducting project/programme monitoring visits
* Support the SHA programme team/technical staff/partner staff in the implementation of project interventions to ensure that project/programme interventions are nutrition sensitive and some projects/programmes will have nutrition specific interventions as appropriate
* Develop and carryout reviews of SHA nutrition policies/guidelines and strategies that provide strategic direction keeping abreast of resources already available in country or regionally/internationally
* Together with the SHA Monitoring and Evaluation Officer be responsible for designing, collecting, processing, analysing nutrition data within SHA programmes
* Identify and support the development of tools for programme and partner staff, such as IEC material, to use for supporting a nutrition focus throughout SHA programmes/projects
* Contribute and share knowledge, information, best practices and lessons learnt on nutrition to ensure high quality programming throughout SHA programmes/projects for internal and external use
* Liaise regularly with Nutrition Advisor at head office for support and share learning with other SHA country programmes and head office
* Guide processes of identifying and participating in nutrition research as required
* Facilitate and assist the timely submission of regular reports (monthly, quarterly, semi-annual and annual) or special reports as deemed necessary
* Organize and facilitate workshops/trainings to share information/learning
* Strengthen strategic partnerships with civil society organizations and the private sector to influence Nutrition responsive policies and laws
* Keep updated on technical aspects of nutrition with specific focus on vulnerable groups
* Active networking and advocacy profiling of SHA country programme with external stakeholders implementing similar programmes at local, national and/or international level
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| **Key Relationships:** | **Internal*** Head of Programmes
* Country Director
* Other SHA in country Technical Advisers
* SHA Project/Programme Managers in Country
* Partner Organisation Staff
* Head Office Technical Advisers
* Other SHA Country Nutrition Advisers

**External*** Key Ministry Stakeholders (Ministry of Health, Gender and Agriculture as relevant)
* UN agencies, in particular; UNICEF, WHO, FAO and UNFPA
* Relevant National Food and Nutrition Organizations
* Research institutions and Universities as relevant
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| **Qualifications/Knowledge and Experience:** | **Essential*** Minimum of Bachelor's Degree in Nutrition, Public Health or related discipline
* At least five years’ experience in the design and implementation of nutrition projects/programmes
* Extensive knowledge and experience of sector thinking on nutrition with a wide range of partners from civil society, public and private sectors
* A good understanding of project cycle management approaches and tools including knowledge of M&E principles
* Experience in facilitation of learning process and networking
* Experience in data analysis, research and report writing
* Experience in developing and delivering training
* Excellent level of spoken and written English
* Very good working knowledge of MS Office (Word, Excel, PowerPoint) and general IT skills
* Commitment to working with a value-based organisation
* Self-motivated with good interpersonal and communication skills
* Ability to work under pressure
* Experience in team management and coordination
* Willingness to travel in country and overseas to support nutrition activities in other SHA country programmes

**Desirable*** Demonstrated experience in integrating other sectors including gender and WASH in development and humanitarian projects focused on food, nutrition, and livelihoods sectors
* Ability to communicate effectively in more than one national language
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| **Role Competencies:** | * Excellent communication skills.
* Ability to work with minimum supervision and to work under pressure and on own initiative
* Ability to work as part of team across different cultures.
* Ability to solve problems and take corrective action.
* Excellent verbal, analytical, organisational and written skills
* People management skills
* Proactive and motivated with a strong commitment to Self Help Africa’s vision, mission and values
* Attention to detail and the ability to produce timely and accurate reports
* Ability to work as part of team across different cultures
* Honest, encourages openness and transparency
* Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved
* Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
* Future orientated, thinks strategically
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**Self Help Africa is an equal opportunities employer**