



JOB DESCRIPTION

Job Title:	Programme Coordinator – Nutrition and Gender
Company:	Self Help Africa – Kenya
Department:	Programmes
Location:	Nairobi, Kenya
Reports to:	Head of Programmes (HOP)
Salary:	As per SHA Kenya scale
Job Purpose:	The purpose of this job is to provide technical support on Nutrition and Gender as well as ensuring effective mainstreaming of all related cross-cutting themes across the Kenya Country Programme. The Programme Coordinator will further be responsible for leading in advocacy initiatives around Nutrition, HIV/AIDS and Gender issues, advising and building capacity of staff, monitoring and reporting.
Key Responsibilities:	<p>Programme Management</p> <ul style="list-style-type: none"> • Ensure that SHA’s strategic focus on social inclusion and nutrition is strongly woven into all programmes/projects • Ensure gender and nutrition is mainstreamed throughout SHA programmes/projects • Ensure effective communication and oversee processes leading to documentation & publication of lessons, processes and results of gender and nutrition interventions • Support the Head of Programmes in designing and planning programmes; ensuring that nutrition, Gender and HIV and AIDS are adequately addressed with effective strategies for implementing operations in line with Self Help Africa’s Kenya Country Programme strategy, • Support the Head of Programmes in resource mobilisation and acquisition through new programme development and proposal writing to ensure effective mainstreaming of nutrition, Gender and HIV and AIDS issues across the programme • Develop and carry out ongoing review of nutrition, Gender and HIV and AIDS policies/guidelines and strategies that provide strategic direction during planning, implementation, monitoring and evaluation across the Kenya Country Programme, • Establish knowledge gaps and specific learning needs of staff around

	<p>Nutrition, Gender and HIV and AIDS across the programme and coordinate staff and partner capacity building for effective programme implementation,</p> <ul style="list-style-type: none"> • Facilitate active networking and partnerships of the Kenya Country Programme with Government Departments, donor agencies, NGOs and private organizations implementing similar programmes activities for continued learning and sharing of experiences and best practices, • Guide processes of identifying Nutrition, Gender and HIV and AIDS -based advocacy issues and facilitate policy advocacy engagements at local and international levels for the implementation of nutrition, HIV and AIDS and gender sensitive policies and laws . • Nurture and strengthen strategic partnerships, networks and coalitions with civil society organizations and private sector to influence Nutrition, Gender and HIV and AIDS responsive policies and laws, • Keep updated on technical aspects of Nutrition, Gender and HIV and AIDS related issues through regular reading, dialogue, participation in meetings and trainings, • Facilitate and assist the timely submission of regular reports (monthly, quarterly, semi-annual and annual) or special reports as deemed necessary • Manage implementation of special projects from time to time as assigned by the Head of Programmes, <p>Safety and Security</p> <ul style="list-style-type: none"> • Ensure all safety or security incidents (fires, vehicle accidents, theft, etc) are appropriately recorded and reported, • Actively monitor field site safety and security and advise the HoP about new developments. • To ensure regular communications are maintained among the field sites, and between the field and the country office <p>Logistics/Procurement/Assets Management</p> <ul style="list-style-type: none"> • Ensure efficient use and management of transport and other programme resources, • Work with Head of Programmes and Human Resources and Administration Manager in procurement processes of projects inputs through outlined procurement procedures, • Ensure that project implementation meets donor compliance requirements, <p>Human Resource Management</p> <ul style="list-style-type: none"> • Ensure good individual and team performance in support of project implementation through coaching, mentoring and regular meetings, • Facilitate effective teamwork, coordination and work planning among development facilitators, technical specialists, and administrative staff in support of programme objectives, • Be responsible for building the capacity of all project staff, enhancing their
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	<p>commitment, character, competence, and critical thinking. Work with them to develop and implement personal capacity building plans.</p> <p>Representation</p> <ul style="list-style-type: none"> • Promotion of the organisation’s positive image through collaboration and networking, • Ensure that the programme collaborates and networks with other stakeholders such as Government ministries and departments, donor agencies, NGOs and private sector organisations, • In coordination with the Head of Programmes and Projects, represent SHA at national (Kenya) levels; to donors, local and national government authorities, other NGOs, and any other parties as required; • Any other duties as assigned by the Head of Programmes from time to time
<p>Key Relationships:</p>	<p>Key relationships:</p> <p><i>Internal</i></p> <ul style="list-style-type: none"> • Head of Programmes (Line Manager) • Country Director • Other SHA Kenya staff • Programme Quality Advisors (HQ based) <p><i>External</i></p> <ul style="list-style-type: none"> • Partner organisations, • Government Ministries/ departments, • Other like-minded organizations and institutions
<p>Knowledge and Experience:</p>	<ul style="list-style-type: none"> • At least 3 years working experience in Nutrition, Gender and HIV/AIDS related programmes
<p>Duration of contract</p>	<ul style="list-style-type: none"> • Two years with a possibility of extension based on successful performance
<p>Qualifications/Other Requirements:</p>	<ul style="list-style-type: none"> • Minimum of Bachelor’s Degree in Home Economics, Nutrition and Dietetics, Social / Health Sciences; Public Health; Nutrition/HIV and AIDS, Gender or related disciplines, • Experience and knowledge in the design and implementation of nutrition, Gender, HIV and AIDS programmes within food and livelihoods setting for individuals or groups, especially smallholder farmers, • Competence in operating nutrition, HIV and AIDS or related computer software programmes and data analysis, research skills, writing and communication skills, excellent verbal, analytical, and organisational skills, • A good understanding of project cycle management approaches and tools – including Participatory Vulnerability and Capacity Assessment and Planning, project appraisal, Nutrition Assessments, Gender, HIV and AIDS assessment, monitoring and evaluation and partners’ capacity building, • Good knowledge and understanding of key aspects of development work; including food, nutrition and livelihood security, cross-cutting themes (e.g.

	<p>gender, environment, HIV/AIDS, social inclusion),</p> <ul style="list-style-type: none"> • Skills in training/facilitation of development processes, including organisation and mobilization of communities and networking among different development partners such as community-based organisations (CBOs), governments and partner staff • High level skills and experience in planning, budgeting and writing programmatic reports to donors,
Role Competencies:	<ul style="list-style-type: none"> • A strong commitment to the aims, objectives and values of SHA Kenya Country Programme, • Commitment to international and humanitarian NGO codes, standards and practices • High level of integrity and high standards of personal conduct, • Solid computer skills in Microsoft Word, Excel, power point and email,

APPLICATION PROCEDURE

Interested applicants who qualify for the post should write an application letter stating clearly the job you are applying for and fill in the online application form before 29 May, 2015 and e-mail to Pauline.mungo@selfhelpafrica.net or Kenya@selfhelpafrica.net

Only short listed candidates will be contacted. Women applicants are highly encouraged

Self Help Africa is committed to equal employment opportunities