

TEARFUND JOB PROFILE

ROLE	DMT SECTOR ADVISOR – Public Health Promotion
PROGRAMME	DMT DRC
LOCATION	Roving role with significant travel across the programme
DATE REVIEWED	24 Jun 09

PART 1 – JOB DESCRIPTION

1. MAIN PURPOSE OF JOB

As part of the senior management team of the DMT programme, to provide technical advice and support for the design, implementation and management of projects across the programme area including extensive travel to all project sites; to manage the external advocacy activities within a specific sector within the NGO and UN community and government departments etc.

2. LINE MANAGEMENT / POSITION IN ORGANISATION

- DMT Grade A3
 - *May deputise for grades A2*
 - Reports to Programme Director
 - Closely coordinates with the following members of the senior management team: Programme Director, Deputy Programme Director, Area Coordinators, Project Managers, and other Sector Advisors.
 - Works closely with and supports the Public Health staff
 - Liaise with the UK Technical Advisor.
 - Liaises closely with senior officials of external organisations at a programme level with respect to the sector
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3. DIMENSIONS AND LIMITS OF AUTHORITY

- Approve expenditure on approved operational and programme budgets for which you have delegated responsibility up to £10,000.
 - The above is subject to changes in the Disaster Management System.
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4. DUTIES AND KEY RESPONSIBILITIES

The percentage figures shown against each heading are only intended to convey a rough idea of the relative size of the various areas within the overall job.

Programme Strategy and Planning (10%)

- Participate with the senior management team in developing the Programme Framework and associated implementation plans / programme budgets, and sector specific plans.
- Assist in communicating mission, purpose, strategic and programme goals and objectives amongst project staff to create mutual understanding and ownership.
- Within the approved Programme Framework, continue to develop an appropriate sector level strategy.
- Monitor the humanitarian situation and potential future scenarios with respect to the sector, providing detailed reports and analysis, recommending to the senior management team appropriate sector-related responses.

Corporate Policies, Management Systems and Procedures (5%)

- Contribute towards promoting and adhering to Tearfund's Purpose, Basis of Faith, Core Values and Operating Principles.

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- Undertake all activities in accordance with internal management systems and policies, and monitor field-based operations to maintain compliance.
- Champion the implementation of Tearfund quality standards, beyond the specific sector, contributing to their adoption into standard practice by the field teams, including gender, conflict, beneficiary accountability, and HIV sensitivity

Sector Technical Support (40%)

- Lead, or assist and advise project staff on sector data collection and analysis through participatory needs / vulnerability & capacities assessments, baseline surveys, and end of project surveys of affected communities.
- Provide technical assistance and, where required, lead on project design and proposal and budget preparations for institutional and private donors to meet identified needs and strengthen local capacities within the sector.
- Develop, design and produce sector specific methodologies, resources and materials, contextualised and appropriate, for use by the field teams.
- Advise on the implementation of project interventions to achieve project outputs and objectives, including regular monitoring and mid-term reviews in accordance with Tearfund and donor requirements.
- Lead, or advise and participate in project evaluations as appropriate and in the analysis of results.
- Ensure the timely compilation of situation updates, monthly and other narrative / financial reports for field, Head Office, and donors.

HR Management (10%)

- Assist the Area Coordinators in staff planning, recruitment, induction and orientation for sector staff.
- In conjunction with the Area Coordinators assist in defining training needs, and implement technical training and development programmes for sector staff through workshops and field mentoring.
- Support line managers in conducting regular performance appraisals of sector staff.
- As part of the senior management team, promote the conditions for effective teamwork and commitment to Tearfund values and operating principles.
- As necessary manage the programme level sector-specific policy officer

Good Practice and Institutional Learning (15%)

- Ensure that all aspects of the Programme are managed and implemented in accordance with signatory codes of conduct, accepted sector good practice, and compatible with local cultural norms
- Create structured opportunities to encourage learning from project staff and identify case study themes / issues from project experience for analysis, dialogue and possible formulation into emerging best practice and policy.
- Ensure learning from project reviews and evaluations is documented and disseminated to field and UK-based stakeholders. Ensure learning is placed on internal knowledge management channels (eg TILZ website).

External Relationships / Representation (10%)

- Build positive working relationships with sector-related personnel in government, Partners, UN, NGO and donor agencies.
- Build the capacities of selected local Tearfund partner organisations by providing sector-related advice / training, as required, in coordination with Regional Teams.
- Assist in the development of collaborative programmes with other agencies and Partners in accordance with country strategy.
- Attend relevant inter-agency workshops, conferences and sector coordination meetings as required.
- Participate within professional / academic research and information-sharing networks to keep abreast of sector developments and key initiatives.
- Facilitate occasional visits to programme sites by sector-related personnel.

Policy (10%)

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- In consultation with project staff, research and develop relevant and appropriate targeted sector-related policy messages, based on learning from the field and other agencies, accepted good practice, and Tearfund corporate policy work
- Oversee the sector-related external policy influencing (advocacy) activities at project and programme levels, with relevant district and regional government, inter-government and non-governmental agencies, providing technical advice to the project staff, and implementing at the programme level

The post-holder will, at all times, carry out his/her responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.

In addition, the post-holder will be required to lead and participate in spiritual sessions of worship, prayer, teaching and reflection and be committed to the outworking of Tearfund's Missions, Values and Beliefs statement.

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PART 2 – PERSON SPECIFICATION

SECTOR ADVISOR – Public Health Promotion

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree or equivalent in relevant Sector. 	<ul style="list-style-type: none"> • Management qualification
EXPERIENCE	<ul style="list-style-type: none"> • Proven sector experience. • Experience in the following areas <ul style="list-style-type: none"> ○ Project implementation ○ Project design and planning ○ Strategic planning 	<ul style="list-style-type: none"> • Working to SPHERE Standards, People In Aid and Red Cross Codes of Conduct.
SKILLS/ ABILITIES	<ul style="list-style-type: none"> • French or Swahili Speaker • Training and Facilitation skills • Excellent written and verbal communication skills • Analytical skills • Problem solving skills • Proposal and report writing skills • Leadership skills • Negotiation and representation skills • Computer literate • Ability to communicate confidently and comfortably about own personal faith • Ability to lead and facilitate team prayer and Bible studies • Ability and commitment to apply biblical principles prayerfully within all aspects of the role 	<ul style="list-style-type: none"> • Networking
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Committed evangelical Christian • Humanitarian & Christian motivation • Emotionally and spiritually mature • Team player • Understanding and sensitivity to cross cultural issues • Flexible and adaptable to ever changing environments • Ability to remain calm under pressure • Diplomatic and determined • Willingness to travel across the programme and live in basic conditions • Committed to an evangelical Christian church • An understanding of and a commitment to Tearfund’s Mission, Values and Beliefs Statement 	