

## TEARFUND JOB PROFILE

<b>ROLE</b>	<b>DMT SECTOR ADVISOR – Health Promotion and Child Protection</b>
<b>PROGRAMME</b>	<b>DMT NORTH SUDAN</b>
<b>LOCATION</b>	<b>NYALA, with frequent travel to field sites</b>
<b>DATE REVIEWED</b>	<b>JAN 2010</b>

### **PART 1 – JOB DESCRIPTION**

---

#### **1. MAIN PURPOSE OF JOB**

To coordinate Tearfund's Health Promotion and Child Protection projects in Darfur and encourage sharing of learning and good practice with other organisations; To provide technical advice for the design, implementation and management of projects across Darfur through frequent field visits; To support the Disaster Management Team's (DMT's) external advocacy activities within Health Promotion and Child Protection in the NGO community and government departments etc; To capacity build sector staff so they are able to effectively run these programmes in the different locations.

---

#### **2. LINE MANAGEMENT / POSITION IN ORGANISATION**

- DMT Grade A3
  - *May deputise for grades A2*
  - Reports to Deputy Program Director
  - Advises the Health Promotion and Child Protection teams in Darfur
  - Closely co-ordinates with the following members of the senior management team: Programme Director, Deputy Programme Director, Area Co-ordinators, Project Managers and where appropriate other Sector Advisors.
  - With the approval of the Programme Director may liaise with UK Technical Advisor.
  - Liaises closely with senior officials of organisations in North Sudan.
- 

#### **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.
-

# TEARFUND JOB PROFILE

## 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 country strategy and associated implementation plans / programme budgets.
- Assist in communicating mission, purpose, strategic and programme goals and objectives amongst project staff to create mutual understanding and ownership.
- Work with communities, sector staff and SMT to continue to develop an appropriate strategy for Health Promotion and Child Protection programme and lead implantation of this strategy.

### **Project Cycle Management (35%)**

- Monitor the humanitarian situation in the project area, making detailed reports with recommendations to the management team regarding community needs, vulnerabilities / capacities and appropriate responses.
- Within an agreed in-country programme strategy, research and propose future sector-related projects for consideration by the programme management team.
- Assist / advise project staff on undertaking participatory needs / vulnerability & capacities assessments of affected communities and support write up and analysis of these in all locations.
- Capacity build project staff so they are able to effectively implement their projects
- Assist project staff to undertake detailed analysis and design appropriate project interventions to meet identified needs and strengthen local capacities.
- Provide technical assistance on project design and proposal and budget preparations for institutional and private funding.
- Advise on the design and implementation of project interventions to achieve project outputs and objectives, including regular monitoring and mid-term reviews in accordance with Tearfund and donor requirements.
- Advise and participate in project evaluations as appropriate and assist in the analysis of results.
- Ensure the timely compilation of situation updates, monthly and other narrative / financial reports for field and Head Office management and donors. Review sector reports from field sites.

### **Personnel Management (5%)**

- Assist project managers in defining project team composition and required personnel competencies.

## **TEARFUND JOB PROFILE**

- Assist the project managers in staff planning, recruitment, induction and orientation for staff in the sector.
- Ensure that staff in the sector understand their individual and collective responsibilities for safety and well being.
- Work with HR/ACs to support recruitment of key staff within the sector
- In conjunction with the HR Manager, assist in defining training needs and support the management and implementation of in-country technical training & development programmes for new and replacement sector staff.
- Uphold staff conduct and discipline in accordance with Tearfund's values and principles, and support line managers in conducting regular performance appraisals of sector-related staff.
- As part of the senior management team, promote the conditions for effective teamwork and commitment to Tearfund values and operating principles.
- Support the Project Managers in coordinating regular meetings with their field staff.

### **Good Practice and Institutional Learning (15%)**

- Provide sector-related technical advice / assistance as required for Tearfund's Health Promotion and Child Protection work and support the education elements of the nutrition and sanitation projects.
- Ensure that all structures, facilities and interventions are managed and implemented in accordance with signatory codes of conduct and accepted good practice and meet agreed international standards for Community Education.
- Ensure learning from project reviews and evaluations is understood and disseminated to field and UK-based stakeholders. Ensure learning is placed on internal knowledge management channels
- 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.
- Coordinate with relevant sector specialist within UK Programme Development Team and regional technical resource pools.
- Ensure project design and execution is compatible with local cultural norms, paying particular attention to gender issues, HIV/AIDS, SPHERE Standards, Beneficiary Accountability and Tearfund's Quality Assurance Standards for Disaster-prone Environments.
- Provide sector-specific training both through direct facilitation and course development and organisation.
- Establish a collection of Health Promotion and Child Protection resources for use in the field including KAP surveys and other community education materials.
- Assist Health Promotion and Child Protection staff in the development of teaching modules and other materials.

## **TEARFUND JOB PROFILE**

- Through project monitoring, learning reviews and end of project debriefing identify points of best practice and learning for use in other DMT work.

### **External Relationships / Representation (15%)**

- Build positive working relationships with sector-related personnel in government, local communities, 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 national partners in accordance with country strategy.
- Support sector-related external policy influencing (advocacy) activities with relevant district and regional government, inter-government and non-governmental agencies (in consultation with field management) and support the development of project to policy linkages in Tearfund's Health Promotion and Child Protection work.
- Promote HIV/AIDS and Psychosocial support education and amongst community education agencies, the UN and government bodies in northern Sudan.
- 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.

### **Logistics / Technical Support (5%)**

- Advise Logistics Coordinator on material and equipment specifications for sector specific projects.

### **Corporate Policies, Management Systems and Procedures (5%)**

- Contribute towards promoting and adhering to Tearfund's Purpose, Basis of Faith, Core Values and Operating Principles.
- Undertake all activities in accordance with internal management systems and policies, and monitor field-based operations to maintain compliance.

## **TEARFUND JOB PROFILE**

### **Financial Management & Accounting (5%)**

- Advise project staff on preparation of project budgets to support compliance with good practice / agreed minimum standards and policies for the sector.
- Ensure in-country sector-related training needs are factored into annual programme budget.
- Ensure proper financial control is in place with regard to project expenditure. Liaise with field based community education managers on their budget expenditure and management.

## TEARFUND JOB PROFILE

### PART 2 – PERSON SPECIFICATION

### Health Promotion and Child Protection Advisor – North Sudan

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Degree or equivalent in relevant Sector (such as Health Education, Child Development, Psychology, Community Development, Protection)</li> </ul>	<ul style="list-style-type: none"> <li>• Management qualification</li> <li>• Masters Degree</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Proven management experience.</li> <li>• Proven experience in the following areas:                             <ul style="list-style-type: none"> <li>○ Project implementation</li> <li>○ Strategic planning</li> </ul> </li> <li>• Experience of leading and facilitating focus groups and surveys.</li> <li>• Experience of working with communities in field locations</li> <li>• Experience of capacity building staff</li> <li>• Experience of managing programmes which involve working directly with children</li> <li>• Experience of at least managing/providing technical support to one of the following: a protection, psychosocial support or health promotion programme</li> </ul>	<ul style="list-style-type: none"> <li>• Proven experience in finance management.</li> <li>• Working to SPHERE Standards, People In Aid and Red Cross Codes of Conduct.</li> <li>• Working to support a number of different teams spread over a large area</li> <li>• Experience of managing/providing technical support to all of the following: protection, psychosocial support and health promotion programmes</li> </ul>
<b>SKILLS/ABILITIES</b>	<ul style="list-style-type: none"> <li>• Leadership skills</li> <li>• Negotiation and representation skills</li> <li>• Analytical skills</li> <li>• Problem solving skills</li> <li>• Training skills</li> <li>• Excellent written and verbal communication skills in English</li> <li>• Proven credibility as an Advisor</li> <li>• Ability to learn fast</li> <li>• Computer literate</li> <li>• Administrative skills</li> <li>• Ability to communicate confidently and comfortably.</li> </ul>	

## TEARFUND JOB PROFILE

<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"><li>• Humanitarian &amp; service motivation</li><li>• Emotionally mature</li><li>• Team player</li><li>• Understanding and sensitivity to cross cultural issues</li><li>• Flexible and adaptable to ever changing environments</li><li>• Ability to remain calm under pressure</li><li>• Diplomatic and determined</li><li>• Willingness to travel and live in basic conditions</li><li>• An understanding of and a commitment to Tearfund's Mission, Values and Beliefs Statement</li></ul>	
---------------------------	--	--