

## JOB DESCRIPTION

### School Feeding Manager

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| Position title       | School Feeding Manager                  |
| Location             | Dili Timor-Leste                        |
| Reports to           | Deputy Chief of Party                   |
| Grade                | 7 step 1                                |
| Salary               | USD\$1,227 per month                    |
| Position type        | 1 year contract with possible extension |
| Start date/timeframe | 14 January 2023                         |

## 1. Background

### 1.1 About CARE

CARE is an international development and humanitarian organisation that has been working in Timor-Leste since 1994. With programmes that extend across all parts of the country, CARE works with partners to save lives, defeat poverty, and achieve social justice.

CARE works with remote, rural communities and civil society partners to combat gender inequality, as this has been shown to be one of the most effective ways to create sustainable development outcomes.

Ensuring well-being and a voice for women and girls in rural, disadvantaged areas is at the heart of CARE's work. This is achieved in four priority areas of Education, Women's Economic Empowerment, Health, and promoting Women's Voice in society through development and humanitarian programmes.

## 2. The role

School Feeding Manager: Based in Dili, this position will support the GOTL to address gaps in current government school feeding program at the national, municipal and school level. The position is part of the School Feeding Program team which is also comprised of the Logistic and Commodity Manager, Senior School feeding Officers and partial support from field-based positions.

The role requires very good interpersonal and communication skills, good leadership and vision, strong organizational and planning skills and attention to detail with an ability to work in a cross sectoral approach with a wide range of government officials and other stakeholders. This position is based in Dili, with travel required to other field offices.

**Planning and Research:**

Gather SFP data through monthly report, regular monitoring and MEL on how the school feeding program is being implemented at the school level analysed shared in the PMT meeting and for advocacy;

- Use data from previous year of SFP implementation and plan for the current year SFP to ensure that the SFP is implemented based on program description, operational plan and donor regulations. Document lessons learned and incorporate changes in the SFP operation modality as deemed necessary.
- Understand the challenges of the schools and suggest solutions to the management to address the issues/obstacles.
- Use results of food storage survey to identify storage capacity of each school and identifying priority schools for mobilizing PTA and/or development of infrastructure proposals; suggest monitoring mechanism by the PTAs.

**Implementation and Application of Learning:**

- Work with DNASEAS-MEYS and DNFM-MAE to review GOTL guidance provided to municipal officials and school administrators regarding the implementation of the school feeding program; conduct field visit to observe schools implementation of the SFP program following SFP policies;
- Routinely coordinate with Senior SFOs at municipality level and use monthly results report and monitoring (M&E and regular visit) data from school-level to make recommendations for a better implementation of the program; Conduct monthly meetings at the municipalities to better understand Municipal SFP performance and suggest solutions for improved implementation;
- Coordinate with Senior SFOs to establish a system for regular communication and coordination between municipal education and municipal finance to have regular meeting at municipality level and conduct joint school visit to the schools for observing the program implementation at school level; Make sure that Senior SFOs have a monthly/quarterly meeting with Municipal Education and Finance to discuss about SFP progress and issues;
- Use study results to identify underlying reasons for deviations from the implementation guidance of the SFP and assist the MEYS to take measures to correct the SFP implementation;

- Lead training to project staff on the correct implementation of the school feeding program in coordination with the Health and Nutrition Manager (for both government and interim commodity-based school feeding program);
- Coordinate with Senior SFOs include CST to develop and implement training modules or coaching strategies for municipal officials and school administrators who responsible for the SFP implementation;
- With Senior SFO take a corrective measures against schools who have used or are using the donated commodities for other purposes; File Loss and Damage claims from the schools following format and guidelines; create a system to file timely claims and sharing these issues with the MEYS.
- Develop a comprehensive understanding about the activities required before cooking, during cooking and after cooking and provide necessary support to the schools
- Document complaints from the schools and share an update with the management on the updates.
- Ensure that schools records daily reports on resource utilization both for in-kind commodities and cash resources. Provide SFP students data to Logistic and Commodity team for food requirement or distribution plan and compile all SFP utilization data for monthly report preparation and/or when required by the DCOP or COP.
- Develop budget plan SFP annually and trimester Cost Work Plan and monitor it utilisation, reconciliation the expenses for ensuring budget availability, doing a necessary adjustment if needed.
- Document successes and failures for the GOTL and USDA SFP activities.
- HR Management and Team Building:
  - Supervise the Senior School feeding Officers (5 people);
  - Supervise Capacity Strengthening Coordinator
- Contribute to staff training, especially regarding the school feeding program, to regularly upgrade skills and approach using field data, assessment results and feedback from school personnel or community members to improve the delivery of all project activities;

**Other tasks**

- Be proactive in identifying risks of fraud on the part of staff, partners or beneficiaries and supporting spot-checks and investigations as needed;
- Accomplish any other job as assigned by supervisor.

- Coordinate with Senior SFO to find out farmers group in each municipality and support to establish the cooperation line between farmers and the schools about local product provision to school meals program.

**OTHER RESPONSIBILITIES:**

- To proactively participate in the staff evaluation (APPA) process including the annual appraisal, midyear review and regular 1:1 meetings, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities;
- Engage in emergency preparedness, assist in any emergency response as required;
- Promote a safe and secure work environment; foster a culture of safety and security awareness and consistently follow all CARE safety and security policies, procedures and directives; and
- Demonstrate an ongoing commitment to gender equality, diversity and child protection.

### 3. Selection criteria

- Minimum Bachelors' degree in Administration, Management, Health, Nutrition, Education or equivalent and/ or minimum 5-8-year relevant work experience, preferably in administration, health or education program management;
- Good communication skills in Tetum with English an advantage;
- Ability to develop and implement a work plan, with minimal supervision;
- Excellent interpersonal skills, patience and an ability to build consensus;
- Demonstrated problem solving, planning, analytical and influencing skills;
- Experience working with government, especially cross-ministerial roles, an advantage;
- Representational skills including developing networks and relationships with key stakeholders; and
- Fully conversant in Microsoft Office with knowledge in Microsoft Word, Excel and Power point.