

JOB DESCRIPTION

Health and Nutrition Specialist

Position title	Health and Nutrition Specialist
Location	Dili, with frequent travel to Viqueque and Covalima municipalities
Reports to	Program Manager
Grade	7 step 1
Salary	US\$1,227 per month
Position type	12 months with possibility of extension
Start date/timeframe	1 March, 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.

About the project

The Timor-Leste COVID-19 and Health Systems Strengthening Support Project is a three-year project in Viqueque and Covalima, implemented by CARE International in Timor-Leste.

The project development objective (PDO) is to strengthen the capacities of communities in their preparedness for and response to COVID-19 and other health emergencies.

The PDO will be achieved by:

- (i) strengthening the linkages and improving coordination between community-level institutions and formal government programs and services in the health sector;
- (ii) strengthening the capacity of community organizations; and
- (iii) improving community awareness, knowledge, attitudes, and behavior to COVID-19 and other health emergencies.

The project will work closely with the Government of Timor-Leste at national and sub-national level and with Suco (Village) Authorities and community leaders.

The intervention predominately targets rural locations, with a focus on vulnerable women and men, girls and boys (including people with disabilities), village health care workers and disaster management committees. The total expected number of direct beneficiaries of the project is approximately 33,000 individuals in two municipalities, Covalima and Viqueque. Approximately 50 percent of the direct beneficiaries are female.

2. The role

PURPOSE OF THE POSITION

The Health and Nutrition Specialist oversight on health and nutrition components, supervise Project officers and field officers, ensuring staff receive training and refreshing training in line with health and nutrition strategic and working closely with program manager to ensure all project activities based on technical advice and conduct regular monitoring.

The position supports the Program Manager to implement the Stakeholder Engagement Plan, Labour Management Procedures, Environment and Social Commitment Plan, Operations Manual and activities as per the Project Paper and budget.

MAIN RESPONSIBILITIES:

1. Technical Inputs

- Work with municipal health and nutrition department local health partners
- Oversight of health and nutrition components of the project such as tools, guideline and manual following the ministry of health standard
- Support Project Officers and Field officers implement health and nutrition initiatives
- Ensure staff receive sufficient training and refresher training
- Ownership of the Health and Nutrition strategy
- Develop and facilitate nutrition training to project Officer and Field Officers
- Work with Program Manager to ensure executive positions are based on sound technical advice
- Conduct regular monitoring

2. Project Coordination

- Ensure timely and open communication with Program Manager in order to facilitate appropriate decision-making, planning and reporting at project level.
- Regular monitoring of field and group activities, data collection and support for evaluations and other studies.
- Regular coordination between Health stakeholders at national and sub-national levels

3. Human Resources, Financial and Logistics Management

- Support recruitment of Project Officers and field officers
- Support project management in developing work plans and targets appropriate for Project Officers and local WASH partner staff
- Play a role as an Environmental and Social Focal Point, upholding safety requirements and other conditions as mentioned in the project's Labor Management Plan. Also included in this responsibility is the safety of community members engaged in project activities as well as protection of natural environment where appropriate

OTHER RESPONSIBILITIES:

- 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 ensure compliance with the safety and security policies, procedures.
- Demonstrate understanding of gender equality and women's empowerment and a commitment to CITL's approach and values including ethnic diversity and cultural sensitivity.
- Uphold and promote CITL commitment to Child Protection and Prevention of Sexual Exploitation and Abuse.

3. Selection criteria

EXPERIENCE AND QUALIFICATIONS:

1. Education and experience

- Minimum relevant Bachelor degree in Degree in medicine, nutrition, public health.
- Minimum 2-3 years' relevant work experience preferably in related humanitarian or development projects, preferably with an International Non-Government Organization (INGO) or local organization in Timor-Leste.
- Direct programming experience and expertise in nutrition and National Health sector nutrition strategic plan in Timor-Leste,

2. Skills and abilities

- Good interpersonal skills, strong communication skills, both verbal and written
- Networks and previous engagement with Timor-Leste nutrition and health networks



CARE International in Timor-Leste

- Desirable: Demonstrated knowledge and practical experience in gender equality programming
- Proven understanding of working with an International Non-Government Organization (INGO) and a willingness to learn about CARE, gender equality and women's empowerment activities.
- Fully conversant in Microsoft Office with knowledge in Microsoft Word and Excel and excellent numeric skills.
- Fluent oral and written Tetum with written and verbal skills in English an advantage
- Availability to travel to Covalima and Viqueque municipalities, supporting municipality and suco level activities where required