

Helen Keller International JOB ANNOUNCEMENT

Country Nutrition Programs Lead Nutrition Programs-Tanzania *(Dar es Salaam, Tanzania)*



Established in 1915 with Helen Keller as a founding trustee. Helen Keller International works to save the sight and lives of the most vulnerable and disadvantaged. Headquartered in New York City. Helen Keller Intl currently conducts programs in 20 countries in Africa and Asia as well as in the United States. Helen Keller Intl is known for sustainability, reliability, efficiency, and the highest level of technical expertise in fighting and treating blindness and malnutrition.

Helen Keller Intl Tanzania works in partnership with the Ministry of Health, Community Development, Gender, Elderly and Children (MoHCDGEC), Prime Minister's Office (PMO), Local Government Authorities (LGAs), local NGOs, and other national and international development partners in the areas of nutrition and Neglected Tropical Diseases. Helen Keller Intl is seeking the Country Nutrition Programs Lead to support all of its nutrition programs in Tanzania.

Scope of Position

The Country Nutrition Lead will provide overall technical leadership and program management for the nutrition portfolio of Helen Keller International Tanzania country office. Additionally, he/she will lead on overall strategic issues and demonstrate a very high capacity for management and decision-making.

Position Title: Country Nutrition Programs Lead
Department: Nutrition
Duty Station: Dar es Salaam
Reports to: Country Director
Duration: 1 year (with possibility of extension)

General Responsibilities:

- Support the efficient implementation of program while securing integrity of HKI resources.
- Ensure sound management and optimal performance of CO by integrating all Nutrition programs.
- Support the CD to develop country office strategies and staff goals.
- Enhance collaboration between programs staff and finance and administrative staff.
- Work in a risk management approach.
- Back up the responsibilities of the CD.
- Contribute to securing funding.
- Serve on Country Management Team.
- Direct project or program implementation takes full end to end responsibility of programs.
- Support all COs with the RO in a specific technical area.
- Build collaborative networks with internal and external clients, partners, and stakeholders.

Specific Responsibilities

The Country Nutrition Programs Lead will be responsible for the following, under each area of accountability:

1. Programmatic

- Ensure all program objectives are completed on time and on budget;
- Develop, guide, and oversee all aspects of the technical and operational management of Vitamin A supplementation implementation & research and nutrition coordination projects in Tanzania.
- Lead the overall planning, coordination, and technical direction of activities, including strategic planning, work plan and budget development.
- Oversee all program activities, including routine data collection, and assess these activities for cost effectiveness.
- Oversee the results reporting to monitor the project's performance, including preparing quarterly, annual, and other *ad hoc* reporting to respective donors and Helen Keller Global Nutrition team.
- Ensure that activities are implemented in compliance with the requirements of respective donors funding specific programs.

2. Management

- Manage relationships with government officials, donors, partners, and nutrition implementing partners in-country. Coordinate and provide technical assistance as needed.
- Represent Helen Keller in national and international forums. Communicate program results and create a supportive working environment.
- Ensure performance to meet results and deliverables to all country office nutrition projects/ programs and take any corrective actions as necessary.
- Build a high-performance team, which will deliver results. Guide and support staff in their development, planning succession, and taking prompt action to address issues of underperformance and any other issues impacting on their professional conduct or implementing their duties and responsibilities.
- Ensure that team members are effective, efficient, and diligent in meeting program goals.
- Manage nutrition portfolio budgets and in collaboration with Finance Manager ensure project finances are utilized efficiently.
- Travel domestically and internationally as needed.

3. Representation and coordination within the organization and other stakeholders

- Engage with key Government Agencies and other stakeholders to support the implementation of Helen Keller International Nutrition projects/ programs in Tanzania.
- Identify and participate in relevant nutrition forums and meetings where there may be a strategic benefit to Helen Keller.
- Develop and maintain a detailed understanding of the health and nutrition issues in Tanzania including national policy development, key players in government, INGOs, UN and national/regional and local civil society organizations.

4. Business Development

- Maintain an ongoing awareness of the operating environment in-country and identifies needs that fit with Helen Keller International core priorities and competencies.
- Lead, design, and analyze needs and identifies relevant programmatic interventions in line with Helen Keller strategic focus.
- Liaise with Helen Keller Africa and Global business development teams and provide relevant inputs for Tanzania relevant opportunities.

5. Research

- Identify and advise areas that need more evidence through research to inform country nutrition programming.
- Collaborate with other research institutions and academia to identify relevant opportunities and expand Helen Keller research work focusing on nutrition.
- Oversee and manage technical consultants hired by Helen Keller in Tanzania under nutrition portfolio.

Qualifications/Eligibility

- Master's degree or equivalent experience in nutrition, public health, or related field. A PhD in a relevant field is an added advantage.
- At least 5 years of experience in the similar role and/or 8 years of experience in international public health programming with an emphasis on nutrition, capacity building, health systems, food systems, including at least five years of direct experience implementing public health and nutrition programs in Tanzania.
- Languages: English and Swahili fluency required. Excellent oral and written communication skills.
- Experience in the application of nutrition-sensitive approaches.
- Excellent time management, prioritization, and organizational skills
- Strong understanding of global guidance and technical literature on nutrition, public health, and nutrition-sensitive programming in lower to middle income countries.
- Ability to direct multiple long and short-term activities and teams, simultaneously, with minimal supervision, and follow through to completion.
- Demonstrated knowledge of the application of information technology to this type of work including Excel and Microsoft Office Suite or equivalent.
- Experience in implementation of quantitative and qualitative research studies in nutrition, including analysis of food consumption data.
- Strong interpersonal skills and social-emotional intelligence; experience working effectively in teams and cross-cultural settings.
- Commitment to Helen Keller Intl's mission
- Ability and willingness to flex work hours to accommodate multiple time zones.
- Experience providing and managing technical support to nutrition programming in Tanzania.
- Travel: Ability and willingness to undertake domestic travel in Tanzania (approximately 40%).

To Apply

Qualified candidates should submit a Cover Letter and Resume at TZ.Recruitment@hki.org by 30th October 2023.

HELEN KELLER INTL:

- **DOES NOT** CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, TEST, INTERVIEW, MEETING, PROCESSING, OR TRAINING)
- **DOES NOT** ASK FOR INFORMATION ON APPLICANTS' BANK ACCOUNTS
- **DOES NOT** RECRUIT THROUGH ANY RECRUITMENT AGENCY

Helen Keller is dedicated to building an inclusive workforce where diversity of all types is fully valued

- *All qualified applicants will receive consideration for employment without regard to ethnicity, race, caste, color, religion, sex, national origin, age, disability, or any other characteristic that has no bearing on the ability to perform the required job duties.*
- *We are committed to providing reasonable accommodation to individuals with disabilities.*
- *If you are a qualified individual with a disability and need to request an accommodation during the application or interview process, please contact us at the email above.*

