

TITLE: Health and Nutrition (H&N) Program Manager	
TEAM/PROGRAMME: Health and Nutrition	LOCATION: Hanoi
GRADE: 2	CONTRACT LENGTH: 1 year, with possibility of extension based on performance.
CHILD SAFEGUARDING: Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people.	
ROLE PURPOSE: To provide overall leadership in development and management of health and nutrition program and coordination for the delivery of technical support to the program including representation in health and nutrition sector. To serve as member of ESMT (Extended Senior Management Team), representing health and nutrition theme, providing support to SMT in management decision making. In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.	
<p>SCOPE OF ROLE:</p> <p>Reports to: Director of Program Implementation (DPI)</p> <p>Staff reporting to this post:</p> <p>Direct: 4 (Health and nutrition Project Managers, staff (Project Officers and Assistant) of designated projects).</p> <p>Indirect: 5</p> <p>Budget Responsibilities: About 600,000 USD per year.</p> <p>Role Dimensions: Coordinates with Director of Program Development and Quality (PDQA), Area Managers, Program/Project Managers in other thematic areas, Awards team, Finance and support services team (HR, Procurement and Supply Chain, Finance, IT), Program Development and Quality (MEAL, Communication and Advocacy, Technical experts), Donors (Botna, Wrigley, GSK), SC Members, partners (government - MOH, CSOs, other (I)NGOs networking).</p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <p>Program Development</p> <ul style="list-style-type: none"> • Review recent development in H&N sector and determine potential areas that SC could focus for its program development • Provide support to Director of PDQA in developing strategic direction for H&N by strengthening the health and nutrition thematic strategy elements of it in coordination with relevant project managers involved in this sector • Keep abreast of SCI global strategy and any relevant international development on H&N and determine its applicability to Vietnam context • In coordination with Awards Manager, explore and maintain relationships with SC members with interest in H&N and work closely with Technical Assistance (TA) team from SC members and SCI for program development • Take lead in developing project proposals, with supports and coordination from Award Manager and Director of PDQA, in coordination with Area Manager(s) and other Project Managers involved in education projects and with Finance team to develop project budget • Provide support to Award Manager in H&N portfolio fund raising in coordination SC members designated staff and TAs • Take the lead in developing SCiV strategic direction in H&N sector by reviewing the CSP, by developing the thematic strategy and by introducing innovations in coordination with Director of PDQA, Area Manager(s) and staff involved in H&N program • In coordination with Director of PDQA and Director of Program Implementation, ensure integration of H&N in other relevant programs/projects, including the Sponsorship Program. • Strengthen positive and productive relationships with relevant government, CSOs and donor partners and beneficiaries in the implementation of H&N interventions and ensure their recommendations are considered in H&N program development 	

- Work closely with MEAL Manager to capture education project impact and lessons, feedback from beneficiaries and ensure these are integrated in H&N program development

Project Management and Technical Support

- Directly oversee or in coordination with Area Manager(s) the implementation of H&N projects. Be responsible in ensuring quality in the delivery of project activities ensure MEAL system is in place within the projects(s). Identify any emerging issues affecting project implementation and determine solutions in consultations with DPI and Area Manager(s).
- Facilitate the preparation of annual Detailed Implementation Plan (DIP), Budget Phasing, Procurement Plan and ensure they are match to each other. Regularly review or facilitate the review and of these plans and make necessary adjustments if needed.
- Provide direct technical support to project staff and implementing partners in the implementation of planned project activities and facilitate the delivery of technical assistance from SC member TA during project implementation
- In coordination with Awards Manager, monitor the project reporting requirements and facilitate the preparation of project report. Be responsible in ensuring that the report is of high quality and technically reviewed by Director of PDQA before submission to SC member supporting the project.
- Provide technical support to emergency team on interventions related to H&N in emergency both during assessment stage and implementation of emergency response
- Be responsible for the H&N theme in the Country Annual Plan, Country Strategic Plan and Country Annual Report with support from Project Managers of H&N project.
- Facilitate the application and documentation of Quality Benchmark using in improving the quality of H&N program implementation.
- Work with Project Managers to ensure the achievement of operational and program quality KPIs.

Staff Management

- Line manage the staff on designated projects and Project Managers of projects under H&N program, making sure that each staff has clear understanding of their roles and responsibilities and there is synergy among members of the team.
- In coordination with Area Managers identify H&N program core staff and ensure the continuity of their services to guaranty program quality delivery.
- Work together with line managed staff to identify clear performance objectives and capacity building plan. Support and motivate staff to achieve their performance objectives and with support from HR team undertake the periodic performance review
- When needed, provide direct coaching or mentoring to project staff in the implementation of project activities and facilitate their technical capacity building.

Financial Management

- Act as Budget Holder for the designated projects. Provide support to Finance team in preparing budget phasing and monthly forecast according to approved annual budget for both SC managed budget and sub-grants in coordination with Area Manager(s), program staff and implementing partners
- Overall manage the H&N program budget to ensure the disbursement as planned and in accordance with donors' and SCI policies and procedures. Work closely with H&N Project Managers to plan, phase and monitor the budget to improve the financial management and operational KPIs
- Support H&N Project Managers in identifying any issues related to projects' budget and determining solutions in coordination with FSSD, DPI and Area Managers.
- During project proposal development, work closely with Awards Manager to ensure that SC internal approval process are followed and grant management requirements (e.g. kick-off meeting, donor requirements) are complied during project implementation
- Ensure that SCI finance and procurement policies and procedures are strictly followed by project staff and implementing partners. Report FSSD any suspected violation of SCI finance and procurement policies and procedure for proper investigation.
- Facilitate the coordination and collaboration between finance & support services team and H&N projects' team in partner's induction and capacity building regarding financial management and procurement.

- Supervise and support Project Managers under the H&N Program on budget and financial management.

Advocacy and Communications

- Collaborating closely with PDQA Director in defining, delivering, and measuring effects of advocacy and communications strategy for H&N program
- Collaborate with other thematic leads to ensure that thematic advocacy objectives are included into H&N program work as appropriate
- Collaborate with Communications team in production of communication materials related to H&N program

Representation, Partnership and Networking

- Represent SC Vietnam in relevant H&N forum or theme groups both locally and internationally and within SCI. With support from Communication team, increase and maintain the visibility of SC Vietnam in H&N sector.
- Establish and maintain network with INGOs, CSOs and donors working on H&N to establish synergy and alliance for any advocacy initiative
- Establish coordination and maintain strong relationship with national level MOH to ensure that SC H&N program is in line with government priorities and fully supported by government
- Establish and maintain strong relationship with local implementing partners such as government agencies (province and district levels) and CSOs for successful project implementation and ensure that government laws, policies and procedures are complied during project implementation (e.g. MoU, project approval from local authority)

BEHAVIOURS (Values in Practice)

Accountability:

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS

- Master's Degree in Public Health or related fields
- Good at project management and project implementation with partners
- Good at partnership
- Good at staff management and leading the team for common objectives
- Good at child – centered programming
- Good at finance management
- Good at risk management

EXPERIENCE AND SKILLS

Essential

- Minimum of 5 year experiences working with NGO, including direct experience managing health or nutrition project
- Demonstrated experience in health and nutrition thematic areas and demonstrated experience in capacity building, technical support, advising and documentation of health and nutrition related program;
- Excellent communication skills both verbally and in written form in English and Vietnamese
- Excellent people management and interpersonal skills, with a demonstrated ability to respond effectively to challenges, and work effectively in a cross culture environment.
- Good understanding of challenges facing vulnerable children and communities in Vietnam;
- Commitment to humanitarian principles/accountability frameworks, especially for work with vulnerable populations;
- Ability to work effectively with people of diverse backgrounds, to motivate and inspire team work;
- Ability to analyze information, evaluate options and to think strategically;
- Commitment to and understanding of SCI aims, values and principles including rights-based approaches.

Desirable

- Flexibility and a sense of humour – ability to work, live and thrive in challenging circumstances;
- Have a very high level of personal and professional integrity and trustworthiness;
- Be both self-confident and humble;
- Experience of working with local government and partners;
- Experience of working in an emergency setting and/or commitment to build that capacity;
- Thrive in a fast-paced and fun environment.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Contact info

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