Helen Keller International
JOB ANNOUNCEMENT

Head of Nutrition Programs, Burkina Faso
(Ouagadougou, Burkina Faso)

Established in 1915 with Helen Keller as a founding trustee, Helen Keller International (HKI) is dedicated to saving the sight and lives of the most vulnerable and disadvantaged. Headquartered in New York City, HKI currently conducts programs in 21 countries in Africa and Asia, as well as in the United States. Renowned for its reliability, efficiency and high level of technical expertise, HKI promotes the development of sustainable, large-scale programs that deliver effective preventative and curative services for nutrition, eye health and neglected tropical diseases. The hallmark of the organization’s work is its proven success in developing, testing and scaling-up health interventions, and integrating them within government and community structures to support and build local capacity and sustainable solutions.

Country Program Overview:
HKI started its programs in Burkina Faso in 1986 and opened an operating office in 1999. Currently, HKI implements a large and complex program focusing on nutrition and the control of neglected tropical diseases (NTDs). HKI supports the government’s efforts in the fight against malnutrition by implementing a wide range of activities: Vitamin A supplementation, food fortification, school health and nutrition, prevention and management of acute malnutrition, enhanced homestead food production, promotion of orange-fleshed sweet potatoes (OFSPs) and development of strategies to promote essential nutrition actions (ENAs). HKI also provides technical assistance and financial support to the national NTD control program, including an integrated community-based program to control onchocerciasis, lymphatic filariasis, schistosomiasis and soil transmitted helminths through mass drug administration, and implementation of the SAFE (TT surgery, antibiotics, facial cleanliness, environmental change) strategy for combating trachoma.

New regional initiatives are also being implemented in Burkina. An agriculture for Nutrition project aims at integrating improved agriculture/poultry techniques with the promotion of ENAs at the Community level to improve child health and nutrition status. HKI-Burkina has a particular focus on the promotion of the production and consumption of OFSPs to increase access to micronutrient-rich foods for the households. HKI-Burkina has also recently started operational research in partnership with IFPRI to measure the effects of an integrated package of activities (in particular improved BCC and provision of lipid-based nutrient supplements) on nutrition program coverage and on nutritional status of children.

With about 90 staff and an annual operating budget of about $5 million USD, HKI-Burkina Faso has undergone significant growth over the past few years and is one of the largest HKI country offices in Africa. Its programs are funded by a number of donors, including, the US Agency for International Development (USAID), the Department of Foreign Affairs, Trade and Development of Canada (DFATD), the Taiwan embassy, and several others. The funding situation is solid, with several exciting initiatives in the pipeline.

In response to this growing portfolio, HKI is recruiting a Head of Nutrition Programs for Burkina Faso.
Scope of the Position:
Reporting directly to the Country Director (CD), the primary responsibilities of the Head of Nutrition programs are project planning/design, implementation, monitoring and evaluation, and reporting to ensure timely, effective and compliant programming in accordance with HKI programming principles and donor requirements. The position requires close cooperation with the government of Burkina Faso, partner NGOs, food industries, donors and UN agencies. As an evidence-based organization, HKI places great importance on operational research and impact evaluation. The Head of Nutrition Programs plays a key role in overseeing Nutrition-related research and evaluation, usually in partnership with qualified institutions. The position leads and directly supervises a team of three (or more) program managers, with a total program staff of around 50 employees and manages a portfolio of projects amounting about $2.5-3 million USD per year. S/he is a member of the country management team, along with the Finance Manager and the Manager for Administration and Human Resources and Deputy Country Director-NTD programs. Field travel includes visits to project sites working from three sub-offices.

Specific Responsibilities:

Project Development
- Assist the CD in identification of funding opportunities that support the country program objectives related to Nutrition.
- Participate in operational and strategic planning of the country senior management team; support the development of the Annual Program Plan, including ensuring this is in alignment with the agency's strategic plan, and budget.
- Coordinate and develop terms of reference, and supervise consultants and other technical support resources needed for Nutrition program-related activities.
- Strengthen staff and partner capacity in project development.
- Contribute to project design and proposal development processes in the field of Nutrition in close collaboration with the CD.
- Play an active role in identifying and obtaining support for new initiatives in the field of Nutrition that foster and improve the strategic objectives of the country office.

Program Oversight
- Oversee the design and implementation of effective work plans that allow for timely and ongoing progress review of all key outputs of the Nutrition programs.
- Facilitate the integration with other projects and activities within HKI as well as with other partners and government entities.
- Work with Nutrition staff and partners to ensure strong M&E systems are in place for the development of regular Nutrition project monitoring systems, the agency’s shared indicator system, as well as for special studies and project evaluations, including baseline, mid-term and end-of-project.
- Oversee research and special studies design and implementation in the field of Nutrition with project staff and ensure dissemination of information with a particular focus on publications of major findings.
- Conduct field-level monitoring for quality insurance of Nutrition projects; providing timely and constructive feedback and support to HKI and partner project staff.
- Work with project and finance staff to review expenses related to Nutrition programs implementation on a monthly basis to identify either over or under spending trends, and if significant trends are noted to alert the CD for appropriate action.
• Work closely with the CD to address all issues raised by HKI staff, donors or respective line ministries regarding Nutrition program implementation.
• Work with project staff to ensure the proper maintenance of all files, records and documents relating to HKI activities of the Nutrition projects.

**Team and Performance Management**
• Mentor, supervise and evaluate Nutrition project coordinators and contribute to an atmosphere conducive to professional growth and development.
• Cultivate an atmosphere conducive to sharing of lessons-learned and to mutual learning among HKI staff and among partners.
• Consult with and guide Nutrition staff to achieve goals and ensure accountability to beneficiaries, partners, colleagues and donors by providing ongoing feedback in a context of mutual respect.
• Provide guidance to Nutrition coordinators in supervising their project teams to ensure:
  o Sound planning, implementation and evaluation of all Nutrition programs and operations.
  o High-quality financial planning, management, reporting and auditing of all Nutrition programs, including thorough budget oversight;
  o Compliance with HKI standards, policies and procedures, and processes across the Nutrition portfolio, including performance management; and
  o Compliance with donor requirements, including timely and accurate reporting of results and expenditures, and required interim and final reports.

**Coordination with partners**
• Work with Nutrition project staff to ensure partners are knowledgeable of HKI’s technical and financial policies and procedures, and donor compliance requirements.
• Ensure that Nutrition project staff have the skills and tools necessary to build partner capacity.
• Collaborate with respective line ministries and other organizations’ technical staff working in the sectors of Nutrition to build partnerships.
• Ensure that HKI Nutrition programs are recognized/promoted and implemented in accordance with national agendas.
• Contribute to HKI visibility in the field of nutrition so that its national and global achievements are recognized.
• Participate in meetings and seminars within HKI, nationally, and internationally as requested by CD.

**Qualifications:**
• Masters’ degree or equivalent in development, public health, program management, international development or other relevant field, plus minimum 7 years in project management for an international organization in the area of public health, including 6 years working in the prevention or treatment of malnutrition, or equivalent combination of education and experience.
• Excellent interpersonal skills, including an ability to effectively lead a team, communicate a vision, make timely and transparent decisions, and manage conflict.
• Excellent oral and written French and English language skills, including the ability to synthesize complex technical and programmatic issues.
• Demonstrated ability to develop budgets, monitor financial status and manage administrative and financial activities of complex programs
• Substantial experience with a variety of donors including USAID, DFATD, an advantage
• Experience with research or operational research, an advantage
• Demonstrated ability in project design and proposal writing
• Experience with monitoring and evaluation tools and systems
• Proven track record with institutional strengthening and partnership building
• Excellent interpersonal skills and ability to exercise diplomacy and tact as demonstrated in previous roles that required communication with a broad and diverse set of partners
• Computer literate and proficient in Microsoft Office including Word, Excel, and Outlook; Experience with EPI-INFO and/or SPSS an advantage
• Demonstrable respect for all persons regardless of religion, ethnicity, class or gender
• Willingness to travel within the country to project sites

The initial contract is for two years with possibility of renewal.

To Apply:
Qualified candidates should submit a cover letter and resume in English to HKI.Recruitment@hki.org noting the job title in the subject line. Applications will be accepted until the position is filled.

No calls, please.