JOB DESCRIPTION

Employer:	**ADRA Lao PDR**
Position:	Health and Nutrition Officer
Reports to:	Project Manager
Project:	Integrated Nutrition and Health Initiative for Mok (INHIM)
Location:	Mokmai District, Xiengkhouang Province
Remuneration:	Determined based on qualifications & experience
Expected Travel:	Travel to the field, project offices and national office will be required
Work Hours:	Monday–Thursday 8am–5:30pm, Friday 8am to 12am – extended hours may be required
Timeframe:	ASAP to 31 Dec 2027 with annual extension to February 2029 dependent on funding and performance

Position Summary

The Health and Nutrition Officer performs a variety of technical and administrative functions including implementation and co-ordination of INHIM health and nutrition activities; partner and government relations; project reporting; networking; and monitoring and evaluation.

Core Competencies

RELATING AND NETWORKING

Establishes good relationships with individuals both internally and externally; relates well to people at all levels; builds wide and effective networks of contacts; uses humor appropriately to bring warmth to relationships with others.

PRESENT AND COMMUNICATING INFORMATION

Speaks fluently; expresses opinions, information and key points of an argument clearly; makes presentations and undertakes public speaking with skill and confidence; responds quickly to the needs of an audience and to their reactions and feedback; projects credibility.

APPLYING EXPERTISE AND TECHNOLOGY

Applies specialist and detailed technical expertise; uses technology to achieve work objectives; develops job knowledge and expertise (theoretical and practical) through continual professional development; demonstrates an understanding of different ADRA departments and functions.

PLANNING AND ORGANISING

Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; identifies and organises resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.

Position Outcomes

1. Health and Nutrition activities are efficiently managed according to the detailed work plan and budget and meet or exceed target.
2. Health and Nutrition Officer learns lessons from implementation and continually strives to improve practice and gain greater impact by finding innovative ways to share knowledge and skills with counterparts and communities.
3. ADRA can report credible evidence-based results which measure the impact of interventions to government counterparts and donors.
4. Target beneficiaries and government counterparts have increased capacity and knowledge that will support sustainability of interventions into the future.

Operational Process Roles

Coordination of Health and Nutrition Related Activities

Together as a team, the 2 Health and Nutrition Officers and government counterparts will be responsible for the delivery and implementation of INHIM Health and Nutrition related activities including:

- Update current, develop new, and access government-approved, gender and nutrition tools and resources that makes learning sessions interesting and engaging for community members
- Coordinate trainings for health staff, Lao Women Union, Education Office, village health volunteers and project staff on nutrition; IYCF; IMAM; anthropometric testing; nutrition rehabilitation program and malnutrition growth monitoring and management; reproductive health; youth friendly services; interpersonal communication; and counselling approaches
- Strengthen Village Authorities and leaders' knowledge of nutrition
- Facilitate and conduct community gender sensitive nutrition and disease prevention learning sessions and trainings using participatory and Social and Behaviour Communication Change approaches
- Conduct community gender awareness sessions
- Conduct reproductive sexual health sessions for adolescent girls and boys in 9 schools in Mokmai
- Coordinate anthropometric testing for all children under 5 and pregnant and lactating women with low Body Mass Index
- Coordinate nutrition rehabilitation sessions and growth monitoring and management sessions with malnourished children under 5
- Coordinate support for severely acute malnutrition (SAM) cases including transportation and financial support while in hospital

- Coordinate integrated health service outreach home visitations and conduct family planning, family counselling, growth monitoring and management, vaccinations and pre and antenatal care for pregnant and lactating women and malnourished children under 5
- Coordinate community interactive seminars in disease prevention and treatment methods, safe sanitation and hygiene practices using Social and Behaviour Communication Change approach
- Coordinate peer-to-peer cross-learning/coaching sessions for health workers and village health volunteers
- Build and strengthen strategic partnerships at the village and district levels to influence nutrition and gender specific programming initiatives
- Proactively develop and maintain positive relationships with government partners and village authorities and be a role model with strong work ethic, high standard of conduct and mentor and motivate partners and villagers
- Contribute to annual Detailed Implementation Planning process (DIP) and track progress against the DIP, log frame, PMF and budget
- Keep updated on technical and cultural aspects of nutrition and gender related issues and be able to adjust the implementation strategy if necessary
- Support volunteer activities as needed

Financial and Administration

- Prepare financial documentation for all health and nutrition activities accurately and present to Project Manager and Finance/Admin Assistant on time for processing
- Complete detailed timesheets on a daily basis and submit at the end of the month
- Adhere to all ADRA's financial policies and procedures including cash advances and reconciliations, and procurement
- Complete a biannual and annual performance evaluation and identify professional opportunities that may enhance your skills and knowledge to perform more effectively

Reporting and M&E

- Support the Programs team with project monitoring and evaluation including baseline, annual evaluations, quarterly monitoring of activities including human interest stories, focus groups, interviews, and donor monitoring visits
- Advise Project Manager of any new learning opportunities or ideas to improve project implementation and practice
- Prepare high-quality monthly activity reports for health and nutrition in line with DIP and logframe applying a participatory approach by involving community members in feedback sessions and submit to Project Manager on time
- Assist the Project Manager in the preparation of timely and quality donor and government reports and participate in government meetings as directed

- Undertake other activities and responsibilities as assigned by the Project Manager or Programs team.

Compliance Expectations

The employee is expected, as a minimum requirement, to be familiar with:

- ADRA Laos' HR Manual and relevant policies and procedures
- ADRA Laos' Finance Policies and Procedures Manual, relevant sections
- ADRA Laos' Workplace Health and Safety Policies
- ADRA Laos' Safeguarding Policies and Codes of Conduct and Ethics
- ADRA Laos' GEDSI policy
- ADRA and donor communication and branding policies, compliance, standards and framework.

Key Selection Criteria

- Bachelor's degree in health, rural and community development, or relevant field of study
- Demonstrated professional experience of at least 3 years working with international development programs applying technical expertise, knowledge and skills in the health sector
- Demonstrated experience working with government counterparts and multiple stakeholders to mobilise and implement project activities with solid understanding of Lao PDR health systems, protocols, policies, practices, and participatory approaches to rural development
- Ability to work independently, plan, prioritise, solve problems and make sound decisions
- Display a positive attitude and have exceptional interpersonal and communication skills; fluent in Lao language, with Khmu, Hmong and English language highly regarded
- Working knowledge of Microsoft Office software programs.

*****