Knowledge Management Project Officer for Scaling up Nutrition
Job Description, April 2018

The initial Project Officer contract will be for one year, starting as soon as possible. The position is based in London (Waterloo). Applications (CV + covering letter) should be sent to joanne@ennonline.net by the 11th May 2018. Please note that initial telephone interviews may be carried out before the closing deadline. For more information on the position, please contact Joanne Parsons (joanne@ennonline.net).

Information about the ENN
The ENN is a well-established and highly respected UK-based, registered charity (established in 1996) working to reduce undernutrition globally. ENN works in knowledge management, research and advocacy to support national governments, civil society, UN, donor and academic organisations to implement evidence based nutrition programming. ENN’s focus is on humanitarian contexts and those with a high burden of undernutrition. ENN is governed by a Board of Trustees and has its head office in Oxford whilst the SUN-KM project is run from a small office in London (near Waterloo). ENN is financially supported by bilateral donors, international non-governmental organisations and United Nations agencies.

About the Role
This exciting new role will be based in the London-sub office as a Project Officer (PO) to support the efficient implementation of a DFID funded Technical Assistance for Nutrition (TAN) Project for Knowledge Management (KM) supporting the SUN (Scaling Up Nutrition) Movement efforts in fragile and conflict affected states (FCAS) in Africa, Asia and in other regions of the world. The PO will work closely with the Global Knowledge Management Coordinator (GKMC), Digital Content Producer (DCP) as well as regional staff based in Africa and Asia (Regional Knowledge Management Specialists, RKMS). The PO will also work alongside the Project Assistant (PA), Project Manager (PM) and two Technical Directors (TDs) with oversight responsibility for the project. S/he will need to be able to undertake travel for short periods.

1 Whilst these TORs capture the majority of PO responsibilities and tasks, this is not an exhaustive list. The PO is expected to adopt a flexible approach to the role and be willing to undertake tasks outside of this JD as needed.
Job Title:
Project Officer on the ENN SUN KM Project

Responsible to:
ENN Global KM Coordinator. The PO will also assist the project’s two Technical Directors as needed.

Salary: £26000 - 32000
Contract period: 12 months
Number of hours: Full time: 37.5 hours per week over 5 days.
Holidays: 25 days plus bank holidays (33 days total)
Pension: Stakeholder pension available

Candidates must have the right to work in the UK at the time of applying

Specific Duties
The PO will have a key role in initiating, developing and supporting activities which enable the high-quality delivery and monitoring of ENN’s SUN-KM Action Plan, logframe indicators and milestones. The PO will work closely with the GKMC to:

Knowledge Generation
- Help generate country level case studies and insights about the progress of nutrition programme scale up in the project focal countries.
- Support the development of country case studies on humanitarian and development linkages (HDN), on multi-sectoral programming and on technical assistance development.
- Support the content pipeline for FEX and NEX (ENN publications) by liaising with GKMC, RKMS and the FEX and NEX editors regularly.
- Work with the Oxford office and remote ENN staff/consultants to ensure good communication lines and synergy between members of ENN.

Digital and Media
- Manage the content pipeline for the Media Hub and support the team in content generation
- Oversee the ongoing development and maintenance of NutritionGroups and liaise with sector stakeholders

Monitoring and Evaluation
- Support the monitoring of all SUN specific indicators and help to strengthen the M&E framework for the SUN project
- Ensure that key M&E indicators are available for reporting purposes each quarter and annually and are aligned with and shared with the ENN M&E team.
- Contribute timely narrative content for all donor reports which are coordinated by the PM.
- Ensure brief monthly project reports are available to TAN partners and the wider ENN which showcase achievements and lessons learnt.
General
- Work with the Project Manager to develop and ensure the team maintain and regularly update an interactive project work plan.
- Attend SUN, TAN and other meetings (internal and external) relevant to the project
- Travel to focal countries as needed and to other countries for meetings as requested
- Liaise with the Project Manager on all pipeline related expenditure for approval and sign off
- Ensure visibility of the SUN KM project at global, regional and country level

Person specification

Education/Skills

Essential:
- Educated to degree level in a related subject (e.g. Nutrition, Public Health, International Development)
- Post graduate qualification in nutrition
- Experience working in developing countries on nutrition or related issues
- Experience working in knowledge management/translation, research and/or communications, for example with government or an international organisation
- Excellent writing and analytical skills
- Excellent organisation skills
- Excellent presentation and communication skills and experience of establishing good working relationships with a wide range of stakeholders at national and global level

Desirable:
- Fluency in French, Arabic or other UN language
- Experience of project monitoring and evaluation
- Prior experience of working to produce and curate digital content and social media

Special Skills, Aptitude/Personality requirements:
- Strategic and creative thinker
- Motivated, takes initiative, innovates and drives progress
- Can develop good relationships with internal and external stakeholders
- Ability to work with a dynamic small team in a small office environment
- Flexibility and willingness to take on new areas of work and responsibilities
- Cross cultural awareness and communication skills