



Senior Project Officer – Nutrition
for the Scaling up Nutrition Knowledge Management (SUN KM Project)
Job Description March 2019

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 the 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 the Senior Project Officer (SPO) to support the efficient implementation of a DFID funded Technical Assistance for Nutrition Project for Knowledge Management, supporting the SUN (Scaling Up Nutrition) Movement efforts in fragile and conflict affected states in Africa, Asia and in other regions of the world. The SPO will work closely with the Global Knowledge Management Coordinator, Digital Content Producer as well as regional staff based in Africa and Asia (Regional Knowledge Management Specialists). The SPO will also work alongside the Project Assistant, Project Manager and two Technical Directors (TDs) with oversight responsibility for the project. Ideally, s/he will need to be able to undertake travel for short periods. To read more about Scaling up Nutrition follow: <https://scalingupnutrition.org/>

Job Title:

Senior Project Officer (SPO) on the ENN SUN KM Project

Responsible to:

ENN Global KM Coordinator. The SPO will also assist the project's two Technical Directors as needed.

Salary: From £30,000 upwards, depending on skills and experience

Contract period: Fixed until 31st March 2020 (starting as soon as possible)

Number of hours: Part Time or Full Time

Location: London, Waterloo (Some home working maybe agreed)

Holidays: 25 days plus bank holidays (33 days total)

Pension: Employer contribution 5%

Specific Duties

- The SPO 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, log frame indicators and milestones. The SPO will work closely with the GKMC to:

Knowledge Generation

- Generate country level case studies and insights about the progress of nutrition programme scale up in the project focal countries
- Enable the documentation of technical assistance provided to countries by the TAN partners, Nutrition International and MQSUN+
- Enable the development of country case studies on multi-sectoral programming
- Support preparatory work for the SUN Global Gathering to be held in November 2019
- Work closely with the SUN Global Networks to document their work
- Actively 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
- 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

- 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
- Support visibility of the SUN KM project at global, regional and country level
- Whilst the duties listed capture the majority of SPO responsibilities and tasks, this is not an exhaustive list. The SPO is expected to adopt a flexible approach to the role and be willing to undertake tasks outside of this JD as needed

Person specification

Education/Skills

Essential:

- Educated to post-graduate degree level in a related subject (e.g. Nutrition, Public Health, International Development)
- Experience working in developing countries on nutrition or related issues
- Excellent writing and analytical 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 (highly advantageous)
- Post graduate qualification in nutrition
- Experience of project monitoring and evaluation
- Prior experience of working to produce and curate digital content and social media
- Existing network in nutrition sector would be advantageous, in one of the following regions West Africa, East Africa, Asia
- Experience working in knowledge management/translation, research and/or communications, for example with government or an international organization
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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
- Flexibility and willingness to take on new areas of work and responsibilities
- Cross cultural awareness and communication skills

Applications:

Please submit a CV and covering letter to office@enonline.net with the reference of 'Senior Project Officer' in the title.

Closing date for applications: **1st April at 12.00 noon**

Shortlisted candidates will be contacted to arrange an interview. Initial telephone interviews maybe carried out before the closing deadline, so don't wait to submit your application.

Please note only candidates who have been shortlisted will be contacted.

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

NO AGENCIES PLEASE

ENN are committed to equality and diversity throughout our organisation and expects all employees to comply with its codes of conduct, safeguarding policies and high ethical standards.