

# Sample NACS Focal Point Position Description

Adapted from position description from FHI 360/FANTA in Ethiopia

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| <b>Position:</b>                 | {insert title} (e.g. Nutrition & HIV Technical Specialist seconded to the Ministry of Health (MOH))  |
| <b>Period of Performance:</b>    | {insert date} (e.g. May 1, 2016 – May 1, 2018)   |
| <b>Duty station:</b>             | {insert location}, {insert ministry or department} (e.g. Addis Ababa; Federal Ministry of Health)  |
| <b>Supervisors:</b>              | {insert title} (e.g. Project Director and/or MOH – Nutrition Team Coordinator)   |
| <b>Project Summary:</b>          | <p>XXXX project works to improve nutrition and food security policies, strategies and programs through technical support to the donor and its partners, including host country governments, international organizations and NGO implementing partners.</p> <p>Focus areas for technical assistance include maternal and child health and nutrition, HIV and other infectious diseases, nutrition-related non-communicable diseases, food security and livelihood strengthening, and emergency preparedness and response. XXX project develops and adapts approaches to support the design and quality implementation of field programs, while building on field experience to improve and expand the evidence base, methods and global standards for nutrition and food security programming. The project, funded by USAID, is a five-year cooperative agreement.</p>  |
| <b>Position summary:</b>         | <p>The Nutrition &amp; HIV Technical Specialist will assist the MOH in coordinating the implementation of the national strategic objective <i>'to improve the delivery of nutrition services'</i> under the National Nutrition Program (NNP). The Nutrition and HIV Technical Specialist will work with the nutrition team, as well as with Regional Health Bureaus (RHBs), and Nutrition and HIV/AIDS program implementing partners in developing and supporting strategic and operational capacity in nutrition and HIV.</p> <p>Working under the supervision and in close collaboration with the Project Director, the MOH Nutrition Team Coordinator and the HIV/AIDS Care and Support Team leaders, the Nutrition and HIV Technical Specialist will provide high-level technical assistance and capacity building support to the MOH in relation to nutrition and HIV programming in {insert country name}, as well as ensure nutrition assessment counseling and support (NACS) services for People Living with HIV (PLHIV) are integrated and cascaded into the HIV/AIDS Care and Support program at all levels of the health system and processes.</p> |
| <b>Primary Responsibilities:</b> | <p>The Nutrition &amp; HIV Technical Specialist will be based in the Nutrition Team/MOH office and shall work in close coordination with the HIV prevention, care and support team, and will be responsible for the following tasks:</p> <p><b>1) Coordination:</b></p>  |

The Nutrition and HIV Technical Specialist is expected to coordinate the implementation of the nutrition and HIV program activities between the Nutrition and HIV/AIDS Care and Support units at the MOH. The technical specialist will sit with the nutrition unit at the MOH, and he/she will spend at least 30% of his/her time with the HIV/AIDS Care and Support team. Specifically, the technical specialist will perform the following tasks:

- Support the MOH organize periodic NACS sub working group meeting, as well as document meetings minutes, action points and recommendations.
- Support the MOH establish/maintain effective and productive working relationships with implementing partners in the area of nutrition and HIV and assure the coordination of inputs to achieve better results.
- Identify barriers and challenges to effective implementation of nutrition and HIV programs, and provide recommendations for the nutrition and HIV/AIDS case teams to address these challenges/barriers.
- Work closely work with various nutrition and HIV focused national technical working groups (TWGs) at MOH that can assist with the integration of NACS into national guidelines, training materials and job aids.
- Support the MOH and RHBs to liaise with various actors in areas of livelihoods to coordinate and establish referral linkages and networks among nutrition programs for PLHIV and other income generation and livelihood support programs.
- Ensure that partners apply consistent approaches in the implementation of nutrition and HIV programs such as training, supervision, planning and other technical matters

**2) Capacity building (training and mentoring):**

The Nutrition and HIV Technical Specialist will work with the Nutrition and HIV/AIDS Care and Support teams, XXX Project, as well as other partners to strengthen capacity of health care providers at hospitals and health centers levels on nutrition and HIV, and specific tasks include:

- Support the rollout of nutrition training in the regions and health facilities, and specifically take the lead on the session on nutrition and communicable disease.
- Work with the HIV/AIDS team and other partners in the rollout of trainings on nutrition and HIV to health facilities providing HIV Care/ART Services and ensure distribution and utilization of technical guidelines, tools, job aids, and monitoring and evaluation materials needed in the integration of nutrition into HIV programs.
- Work with the HIV/AIDS team to ensure integration of Nutrition and HIV in the national clinical mentoring initiative/checklists, as well as work with the Nutrition Team to ensure inclusion of Nutrition and HIV in the supportive supervision initiative/activities.
- Support the updating/revision of national guidelines, training materials, and job aids; if any, related to nutrition and HIV.
- Support the MOH to extend/cascade the capacity building activities to RHBs, universities and partners supporting the implementation of nutrition and HIV programs.
- Support the MOH and RHBs to identify NACS related training needs, as well as assist them in the planning and implementation of training utilizing the 'Regional NACS Training Pool'.
- Support the MOH to document lessons from implementation of NACS for PLHIV to use for the implementation and/or scale up of NACS for other communicable diseases such as tuberculosis, and non-communicable disease as well.

**3) Planning, integration and quantifications:**

- Support the MOH, as needed, in the development, and/or review of strategies, review meetings and workshops on nutrition and HIV programs.
- Advocate for the inclusion of NACS related elements (e.g., targets, and budgets) into national and regional level annual work plans and strategic plans.
- Support the nutrition team advocate for inclusion of more NACS indicators into the national HMIS.
- Support the MOH to liaise with key stakeholders during annual quantification exercises, as well

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|                                 | <p>as for the timely distribution and management of commodities for nutrition and HIV program.</p> <ul style="list-style-type: none"> <li>○ Assist the MOH with mobilizing resources for the provision of anthropometric assessment equipment at hospitals and health centers based on the gaps identified.</li> </ul> <p><b>4) <u>Monitoring and Evaluation, and Quality Improvement:</u></b></p> <p>The Nutrition and HIV Technical specialist will support the nutrition and HIV/AIDS Care and Support teams in the monitoring and evaluation as well as quality improvement of nutrition and HIV program implementation. Specific tasks for this activity include:</p> <ul style="list-style-type: none"> <li>○ Participate in the periodic joint supportive supervision visits to RHBs and health facilities to assess nutrition and HIV related activities and solicit feedback on progress and any problems, write status reports, and make recommendations for further action.</li> <li>○ As needed, support the MOH conduct Routine Data Quality Assessment (RDQA) on a sample of NACS implementing facilities.</li> <li>○ Support the HIV/AIDS team develop effective quality improvement standards and approaches for improved quality of clinical nutrition care services. Support the integration of the standards and approaches into the quality improvement systems used in HIV care and support services.</li> <li>○ Assist the MOH with the documentation and dissemination of best practices, lessons learned on implementation of NACS services among the various stakeholders.</li> <li>○ Participate in operational research as needs arise regarding nutrition and HIV that the MOH, RHBs, and/or other partners organize.</li> <li>○ Advocate for the integration of NACS related indicators into the RHB, sub-national and national Site Visit Checklist(s).</li> <li>○ Provide targeted technical assistance based on findings of joint supervision visits.</li> </ul> <p><b>5) <u>Social and Behavior Change Communication (SBCC):</u></b></p> <p>The Nutrition and HIV Technical Specialist will support the MOH in SBCC of Nutrition and HIV programs, and specifically he/she will perform the following specific tasks:</p> <ul style="list-style-type: none"> <li>○ Support the development and dissemination of key messages promoting nutrition and HIV related practices and behaviors targeted to various stakeholder groups including policymakers, program managers, civil society and local communities.</li> <li>○ Support the MOH to advocate for increased access to and provision of high-impact interventions for nutrition and HIV/AIDS at all levels.</li> <li>○ Support MOH in the dissemination of national guidelines, training and promotional materials on nutrition and HIV.</li> <li>○ Providing technical input during development of SBCC tools on nutrition and HIV.</li> </ul> <p><b>6) <u>General</u></b></p> <ul style="list-style-type: none"> <li>○ Support any other task as requested by supervisors,</li> <li>○ Support periodic report writing and submissions,</li> <li>○ The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with a job.</li> </ul> |
| <b>Education:</b>               | <ul style="list-style-type: none"> <li>○ Physician, Health Officer and/or BSc Nurse with postgraduate degree in nutrition or public health</li> </ul>   |
| <b>Skills &amp; Experience:</b> | <ul style="list-style-type: none"> <li>● At least six years of work experience, including at least two years of work experience in nutrition and/or HIV/AIDS programs, including technical assistance, program design and management, research, or policy development and analysis.</li> <li>● Excellent written and spoken English and Amharic is required.</li> <li>● Ability to solve problems creatively, multi-task and work as a member of a team.</li> </ul>   |

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|                                | <ul style="list-style-type: none"> <li>• Excellent organizational skills and attention to detail; ability to establish priorities, meet deadlines, and manage a variety of tasks with accuracy.</li> <li>• Ability to work effectively and collaboratively with government partners, UN agencies, and other partners.</li> <li>• Ability to translate technical information into practical guidance and tools and effectively communicate these using print, electronic, and presentation media</li> <li>• Experience of working as a technical advisor/assistant at RHB or MOH</li> <li>• Ability to facilitate multi-stakeholder processes and effectively implement activities within government systems</li> <li>• Experience in planning and coordination of training or facilitation of workshops and meetings.</li> <li>• Experience in supervising multiple staff, and availability to travel to the field (includes regions; districts, zones, health facilities)</li> </ul> |
| <b>Additional Information:</b> | <p>Position based in MOH {insert city}</p> <p>Reports to XXX Project Director, and MOH's Nutrition Team lead. The post holder is expected to spend his/her at least 70% of time with the HIV/AIDS Case Team.</p>  |
| <b>Submission</b>              | <p>Interested candidates should submit a cover letter and CV to XXX no later than XXX.</p>  |