

Job title	Regional SMART Advisor
Job location	Amman, Jordan
Direct supervisor	Senior Program Manager
Type of position	Contract- 10 months with possible extension

Created in 1979, Action Against Hunger is a non-governmental organisation that aims to provide solutions to hunger. Our mission is to save lives by eliminating hunger through the prevention, detection and treatment of under-nutrition, particularly during and after emergency situations linked to conflicts or natural disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods; water, sanitation and hygiene and advocacy.

Since 2007, Action Against Hunger has been leading initiatives in SMART (Standardised Monitoring Assessment in Relief and Transition) and has trained over 550 health workers in 20 countries on how to apply this methodology when conducting nutrition and mortality surveys.

Action Against Hunger acts as the SMART project convenor for the Global Nutrition cluster. The SMART initiatives are targeted towards all humanitarian and development agencies conducting surveys and using the methodology. On behalf of all agencies, Action Against Hunger is directly involved in the development and dissemination of standardised training tools to build essential skills in SMART and to provide ongoing technical assistance to nutrition agencies during the survey process.

Under the direct supervision of the Senior Program Manager of Action Against Hunger, the SMART Technical Team and in close collaboration with nutrition agencies in the Middle East and South Asia, the Technical Advisory Group (TAG) for SMART, your responsibilities will be:

1. Respond to Humanitarian Survey Needs

Respond to humanitarian survey needs on short notice when the security situation is permissible¹. This includes, but is not limited to the following tasks:

- Identify and articulate the survey needs of nutrition agencies in the Middle East and South Asia, particularly during humanitarian crisis.
- Provide technical on-the-ground or remote support to partners implementing SMART surveys, notably for initial survey planning, sampling strategy, recruitment and training of survey teams, technical support for data analysis, validation of reports.
- Coordinate with nutrition agencies and other nutrition coordination mechanisms on the necessary human and financial resources required to undertake the surveys.
- Ensure collaboration with key governmental authorities and other relevant groups (e.g. nutrition agencies, UNICEF, other INGO's).

¹ Based on the UN Security recommendations- more precisely, missions should not be undertaken in both level IV and V areas.

2. Training and Development

Identify, develop, deliver and evaluate training and capacity building events related to SMART as they conform to the Action Against Hunger work plan and inter-agency priority needs, including the following tasks:

- Lead survey-manager level trainings and Master Trainers workshops.
- Identify and coach individuals who will be part of the Global Pool of SMART Master Trainers.
- Oversee the general planning and organization of SMART training events (e.g. cost-budget forms and Terms of Reference with partners).
- Carry out training needs assessments when necessary.
- Keep up to date with developments in training styles, techniques and resources to ensure appropriate and effective training delivery.
- Provide technical guidance and support in SMART to fellow colleagues in developing training and support tools that ensure capacity building for individuals and agencies working in nutrition.
- Develop monitoring tools and indicators to measure training results.
- Provide feedback and suggestions for the continued development and improvement of the SMART methodology and any methodological updates.
- Work closely with the Program Managers based in Toronto and Nairobi in the development and implementation of SMART.

3. Representation, Coordination and Communication

- Act as a technical point of contact and representative of SMART to all nutrition agencies in the Middle East and South Asia.
- Give presentations on behalf of SMART during various events in order to raise awareness on the methodology to the general population and share SMART experiences.
- Engage with a range of regional consortia and coordination groups, while assisting the Nutrition Working Groups of different countries in the region in order to better understand country level needs.
- Build a pool of SMART survey consultants for the region who can be recommended to agencies.
- Act as a focal point for the dissemination of information of nutrition information from SMART surveys for all of the countries in the region.
- Creating a regional database to serve as an important tool for regular briefings to partners and to standardize approaches for other indicators across the region.
- Prepare regional learning events for SMART.

4. Programme Management

- Conduct research and gap analysis in order to identify potential future programming and partnerships.
- Develop concept notes, proposals and/or budget for the continuation of funds, future funding opportunities or for new project proposals, ensuring proposed outputs are aligned with programme outcomes and impacts.
- Assist in grant seeking to diversify funding for SMART in the region.
- Contribute to the broader communications initiatives on SMART.

- Prepare of quality and timely narrative and financial reports on program achievements as per donor requirements.
- Ensure regular monitoring of project indicators in line with the Monitoring and Evaluation Framework.
- Conduct quarterly cash forecasting.
- Conduct on a monthly basis a budget follow up review in coordination with the finance department for all project expenses under the responsibility of the Senior Program Manager.

5. *Research and Technical Development*

- Keep up to date with technical nutrition developments within the humanitarian sector and share information with the department.
- Document and capitalize on best practices, evaluation outcomes and lessons learned for SMART stakeholders.
- Contribute to SMART Research Projects as assigned by Senior Program Manager.
- Identify research topics in relation to SMART.

6. *General*

- Attend planning sessions, team meetings and annual performance reviews as required.
- Pro-active exchange and collaboration with the SMART team.
- Keep up to date with technical nutrition developments within the humanitarian sector and share information with the SMART program team.
- Ensure an on-going process of personal professional development and learning
- Other duties as assigned

Specific conditions

Staff work a five-day, 37.5-hour work week. However, the different tasks involved may sometime require irregular working hours, particularly in times of crisis.

This position involves regular international travel, for 2-4 weeks at a time, sometimes on a short notice.

This position will require travel to the following countries: Syria, Lebanon, Iraq, Jordan, Turkey, Yemen, Afghanistan, Pakistan, Nepal and India.

Qualifications

Essential Skills

- Post-graduate Degree in Nutrition/Public Health/Epidemiology/Statistics or a mix of relevant study and work experience;
- At least two-years of field experience undertaking nutrition and mortality surveys;
- Advanced knowledge of epidemiology and statistics;
- Demonstrated understanding and commitment to humanitarian principles;
- Comprehensive understanding of humanitarian coordination mechanisms;
- Demonstrated understanding of the SMART methodology and ENA for SMART software;



- Strong facilitation skills for trainings, workshops and seminars;
- Excellent networking skills;
- Ability to work independently and under tight deadlines, and to multi-task;
- Positive attitude and strong analytical, interpersonal and coordination skills;
- Experience in the development of concept notes, proposals and budget;
- Demonstrated commitment to gender equality;
- Excellent knowledge of MS Office;
- Fluency in the English language.

Desirable Skills:

- Knowledge of the following tools preferred: EPI info and SPSS;
- Proficiency in a second language would be an asset (Arabic or French);
- Experience in the development of innovative training tools.

HOW TO APPLY:

Please forward your Cover letter and copy of your complete CV including reference contacts to info@smartmethodology.org