

**Secretary of the Tonga Health, Nutrition and WASH cluster**

The position of secretary of the Health, Nutrition and WASH (Water, Sanitation and Hygiene) cluster is being created in order to assist Ministry of Health (MoH) and the National Emergency Management Office (NEMO) with the coordination of this cluster. The secretary will bridge the gap between government and non-government agencies in the Health, Nutrition and WASH cluster. She/he will contribute to strengthen health, nutrition, water, hygiene and sanitation activities carried out in Tonga and help improve the coordination of such activities in emergency and post-disaster phases.

**The person we seek:**

* Demonstrated ability to communicate with a wide array of stakeholders, including government and non-government officials, development partners, and local communities.
* Demonstrated ability to coordinate, facilitate, and take decisions when necessary to implement Health, Nutrition and WASH related activities, including during emergency and the post-disaster phases.
* Demonstrated ability to work effectively under pressure and able to meet deadlines.
* Be fluent in Tongan and English.
* Have the skills to report on the progress and achievements of the cluster and make recommendations on the needs to further develop the cluster.
* Demonstrated capacity to assist with the preparation/organization of meetings and workshop/lessons learned.
* Administrative abilities such as to prepare draft minutes, maintain a contact list of cluster members and share information.
* Be computer literate with skills in using Word, Excel, and PowerPoint.

**Qualification and Experience:**

* Bachelor’s degree in one of the disciplines relevant to the following areas: Public Health, Environmental Science, Science Social Studies, Geography, Management in Public Administration, or a field relevant to Health, Nutrition and WASH related development assistance.
* At least two years of progressively responsible professional work experience in a national government, non-governmental organisation or the private sector.
* Experience in disaster preparedness, response and recovery is a strong asset.

**Duration:** 1 (one) year with possibilities of extension.

**Salary**: A salary of TOP$ 24,000

**Duty station:** The position will be based at the National Emergency Management Office (NEMO) in Nuku’alofa, Tonga.

**Enquiries:** Dr Loic Le De - Email: tonga.hc@oxfam.org.nz - Phone Number: 8412459

**Closing date for applications:** 23 May 2016 at 4pm

**How to Apply**: You should send your application to: tonga.hc@oxfam.org.nz

Please include the following documents:

1. An updated CV
2. Cover letter
3. Two referees