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| Nutrition site supervisor |
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**JOB DESCRIPTION**

**Concern Worldwide Bangladesh**

Concern Worldwide is an international humanitarian organisation dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world’s poorest countries. Concern started working with the people of Bangladesh in 1972 by extending its support after the devastating cyclone of 1970. Since then, Concern Worldwide has been working to address extreme poverty in the most vulnerable communities of the country by implementing needs based, innovative humanitarian and development projects.

In Bangladesh, Concern Worldwide works jointly with non-governmental organisations (NGOs), Civil Society Organizations (CSOs), different government departments, the private sector and other key stakeholders to ensure the sustainable changes in the lives of the extreme poor.

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| **Job Title:** | **Nutrition Site Supervisor** |
| **Exact Job Location:** | Ukhiya / Teknaf, Cox’s Bazar |
| **Reports to:** | Assistant Program Manager |
| **Contract Details** |  |

**Job purpose:** The Site Supervisor will be responsible for all the nutrition activities around the nutrition site including the Out-patient Therapeutic Feeding Program (OTP), Targeted Supplementary Feeding Program (TSFP) and the Blanket Supplementary Feeding Program (BSFP) programs including nutrition-sensitive e-voucher. She/he is expected to manage staffs & work closely with the Community Nutrition Mobilizer to manage volunteers at the nutrition site and outreach. She / He will also ensure that programmes are implemented to a high level of quality. In addition, he/she will work to maintain a good liaison and coordination with external stakeholders including camp coordination bodies as well as other NGOs in relation to the nutrition program. S/He will be responsible to perform other activities requested by his/her supervisor based on project need.

**Main duties & responsibilities:**

* Support the set-up of nutrition site in the particular camps including seeking relevant approvals from the CICs and the site management agency.
* To oversee management of the integrated nutrition program including CMAM and IYCF activities and ensure delivery with maximum efficiency and professionalism.
* Supervise the implementation of the CMAM program to ensure goals and objectives of the program are being met.
* Responsible to ensure implementation other nutrition specific and sensitive interventions including MAMI, ECCD, Community mobilization and sensitization and others support to strengthen nutritional status of the targeted community.
* Support effective coordination and joint planning between all stakeholders in the camp towards achieving objectives, particularly ensuring strong linkages with IYCF activities
* Identify training needs within the nutrition team and support the Nutrition Advisor / Program Manager in conducting training.
* Ensure that each member of the nutrition team fully understands the outcomes that are expected from them; supporting team members to work to the highest quality of standard possible.
* Monitor and review performance and, in particular, holding staff accountable for meeting quality standards of work, delivering any improvement goals which have been identified, giving corrective feedback where required and taking decisive action when poor performance is identified.
* Represent Concern Worldwide in particular camps in relevant camp level Coordination forums.
* To responsible for a close communication and liaison with camp and govt. authorities and ensure all the government compliance related to project activities like need assessment approval, project completion report and others with support and guidance from Assistant Program Manager, Government Relation Manager and Nutrition Program Manager.
* Ensure timely data collection and reporting including producing monthly reports and end of program evaluation report
* Ensure documentation of lessons learnt and best practices within the implementation of the integrated nutrition program.
* Enable a friendly collaborative working culture within the team, actively sharing information and knowledge to enable the team to ensure effective learning and sharing across the team.
* Be aware of, understand and comply with all of Concern’s policies and procedures (P4, finance, logistics, HR, security management etc.).
* Reporting and documentation of performed project activities.
* Undertake other required duties as may reasonably be assigned by the Team Leader/Country Director or the line manager.

**Accountability**

**In line with Concern’s commitments under the Core Humanitarian Standard (CHS):**

* Actively promote meaningful community participation and consultation at all stages of the project cycle (planning, implementation, M&E);
* Work with relevant colleagues to ensure that the Complaints and Response Mechanism (CRM) is functional and accessible, that feedback and complaints are welcomed and addressed;
* Work with relevant colleagues to ensure that information about CRM, safeguarding and expected staff behaviour is disseminated among programme participants and communities.

**Person specifications:**

* Master’s degree in Nutrition and Food Science from any reputed university.
* At least 2 years’ progressive experience in implementation of Community nutrition programmes (For highly technical candidates, experience is considerable).
* Technical knowledge on Community management of acute malnutrition (CMAM) and IYCF programming.
* Having good knowledge on Rohingya refugee programmes will add value.
* Demonstrate ability to think and manage strategically, plan and meet deadlines
* Fluency in English, both written and verbal as well as Bangla.
* Proficient knowledge of standard computer software if possible.

**Key competencies:**

* Pro- active with an ability to think analytically, identifying opportunities and mechanisms to broaden programming.
* Results oriented.
* Excellent planning and organisational skills.
* Ability to problem solving and good decision making skills.
* Strong team player.
* Ability to work in challenging environments and strict deadline.

**Essential competencies:**

* Sound Computer skills (Microsoft office, Outlook etc).
* Fluent in written and spoken English
* Excellent reporting and communication skills
* Ability to work in team, respect team decisions and support multi-cultural team members.
* Strong leadership qualities and willingness to exercise initiative and work independently.
* Must have a ‘hands on’, practical mentality, be self-driven and very self-motivated.
* Must be well organized.
* Very high attention to detail.
* Cultural and political sensitivity.

***Safeguarding at Concern: Code of Conduct and its Associated Policies***

*Concern has an organisational* ***Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy.*** *These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the* ***highest standards in the day-to-day conduct in their workplace in accordance with Concern’s core values and mission****. Any candidate offered a job with Concern Worldwide will be expected to* ***sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment****. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the* ***safeguarding*** *and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including* ***criminal background checking.***

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| *Line Manager’s name* | *Signature* |
| *Date* |
| *Employee’s name* | *Signature* |
| *Date* |