**JOB DESCRIPTION**

Nutrition and Food Security Coordinator PRM funded “Comprehensive, Integrated Multi-Sector Response for Rohingya Refugees and Host Communities in Cox’s Bazar” PROGRAMME

Concern Worldwide is an Irish-based non-governmental, international, humanitarian organisation that strives for a world free from poverty, fear and oppression. Concern is committed to delivering life-saving and life-changing interventions to the world's poorest and most vulnerable people.

Concern Worldwide, Bangladesh will implement **PRM funded “Comprehensive, Integrated Multi-Sector Response for Rohingya Refugees and Host Communities in Cox’s Bazar”** from August 2023 to July 2026, in consortium with IRC (SuBaSh Consortium).

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| **Job Title:** | **Agriculturist** |
| **Exact Job Location:** | Ukhiya, Cox’s Bazar |
| **Reports to:** | **Programme** Manager |
| **Contract details:** | From : December 01 2023 to 31 August 2024 with possibility of Extension |

**Job purpose:** Ensure technical support for the agricultural activities of Concern and Partner for the smooth implementation and achieve best outcomes; as well capacity building of concern and partner staff. .

**Liaises with:** Programme Manager, Food security coordinator, Nutrition Coordinator,Nutrition Advisor, and Concern’s other projects / programmes operating in the same areas, for mutual support and activity integration, towards collective multi-sectoral impact on nutrition outcomes of the target programme participants.

**Main duties & responsibilities:**

**Technical Support**

* Ensure technical support for agriculture- activities of Concern & Partner staff, with the expected quality in nutrition and food security activities.
* Ensure year round guarden for selected beneficiaries both Concern & Prtner
* Incorporate climate smart agriculture, introduce new techniques, gardening methord etc.
* Innovation and generation of ideas for the the sustainable homegarden activities for longer term outcomes.
* Support to develop methods and establoshment of kitchen garden / homestead garden in the camps and host
* Support the development and adaption of context specific IEC materials for training and capacity building of programme staff and beneficiaries

**Budget Management Support**

* Support Programme Manager in the budget management
* Adhere to Concern Worldwide financial policies and procedures.
* Prepare budgets for trainings, workshops and other programme activities, as needed.

**Coordination**

* Ensure participation in district/ upazila / camp level coordination meetings with local authorities such as district/upazila administration, site management and CiC, and/or with other organizations
* Participate in Nutrition Sector, Food Security Sector meetings and work with the Programme Manager to share programme learning for evidence based advocacy at sector level
* Liaise with other Concern project / programme coordinators / managers to ensure integration of all projects within Concern Worldwide, for smooth operation and mutual support.

**Monitoring and Evaluation**

* Participante in the development of monitoring tools for agicutural activities.
* Work with MEAL team for evaluation, assessment

**Reporting**

* Prepare high quality reports, on nutrition activities & food security activities, within agreed time line and formats, in consultation with the Programme Manager.

**Additional Roles**

* Promote and ensure compliance with the requirements of Concern’s HR policies, concern’s Code of Conduct and its associated policies and Core Humanitarian Standards of Accountability to ensure protection to programme beneficiaries.
* Perform other duties assigned by the Programme Manager or Advisors

**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:**

* BSc & MSc in Agriculture
* 04 years of work experience in the field of agriculture, nutrition sensitive intervention with at least 02 years of experience in Rohingya camps and adjuscent host community
* Experience in managing project / programme is preferable
* Good computer and report writing skills are required
* Strong written and verbal communication skills is required
* Experience in nutrition sensitive programme would be an advantage

**Key competencies:**

* Pro- active with an ability to think analytically
* Results oriented team player with excellent planning and organisational skills
* Ability to solve problems with good decision making skills
* Acts to inspire others by clearly articulating and demonstrating good values
* Nurtures a productive, motivating and responsive environment to develop a team
* Ability to work in challenging environments.

***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* |