**JOB DESCRIPTION**

**Project Officer**

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 and BBC Media Action (SuBaSh Consortium).

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| **Job Title:** | **Project Officer** |
| **Exact Job Location:** | Ukhiya / Teknaf, Cox’s Bazar District (camp based) |
| **Reports to:** | Nutrition Coordinator |
| **Contract details:** | From December 01 2023 to 31 August 2024 with possibility of Extension (Subject to donor approval) |

**Job purpose:** Technical leadership of implementation of the nutrition and food security components of the PRM funded programme to ensure quality service delivery, monitoring and evaluation, reporting and coordination with relevant authorities and stakeholders in the field.

**Liaises with: N**utrition site supervisors, 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**

**Project Implementation**

* Conduct training of project team on Nutrition; Support Group approach, and activities for pregnant and lactating women and their husbands.
* Conduct programme participants selection process ensuring impartiality, and the coverage to expected programme areas.
* Form Support Groups and other programme participants groups according to project design, ensuring 100% coverage of the programme area.
* Support the development and adaption of context specific IEC materials for training and capacity building of project / programme staff and beneficiaries / participants
* Lead the development of a pictorial book of innovative nutritious meals recipes for maternal, infant and young child nutrition (MIYCN), adopting the participatory cooking sessions technique
* Build capacity of community mobilizers todeliver quality cascading sessions through volunteers, as per the Support Group approach, on maternal, infant and young child nutrition
* Ensure proper programme participants selection for the homestead garden activities
* Distribute materials / inputs to target beneficiaries, and promote the utilisation as per project design, to achieve project objectives
* Conduct on the job coaching to the field team to maintain high quality and accountability to programme participants.

**Coordination**

* Liaise with govt. authorities in camp level / upazila level, ensure need assessment approval, manintain coordination and collaboration throughout the project cycle, conduct project start up and progress sharing workshop.
* Liaise with other Concern project field teams to ensure integration of all projects within Concern Worldwide, for smooth operation and mutual support.

**Human Resource Management**

* Monitor staff performance and ensure timely performance development reviews.
* Ensure staff welfare, safety and security in liaison with HR and nutrition and food security coordinator.
* Ensure an enabling, friendly, collaborative and professional working culture within the project team, and adherence to Concern policies and procedures.

**Monitoring and Evaluation**

* Support MEAL team to create database of the programme participants
* Participate in regular team meetings to share activity progress and learning.
* Work with MEAL and nutrition and food security coordinator to identify and address implementation bottlenecks.
* Support MEAL team in data collection for surveys and evaluations.
* Ensure that the feedback mechanism for accountability to staff and beneficiaries is operational in the programme areas.

**Reporting**

* Share weekly field activities updates with the nutrition and food security coordinator
* Ensure monthly statistical reporting and event reporting

**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 Assistant Project Manager or Project 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:**

* B.Sc in Nutrition, Public Health, Agriculture or relevant field
* 2 years progressively work experience in Nutrition Sensitive, Food Security field
* Good computer and report writing skills are required
* Strong written and verbal communication skills in English is required
* Experience in community nutrition, IYCF and/or mother care / support groups is required
* Good knowledge on Rohingya refugee context is desirable

**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* |