**Health & Nutrition Advisor**

**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, Local Government Institutes (LGIs) 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:** | **Health & Nutrition Advisor** |
| **Job Location:** | Head Office, Dhaka, with frequent travel to programme areas |
| **Reports to:** | Deputy Director Programme Quality and Business Development |
| **Staff Management** | N/A |
| **Contract details:** | Fixed term Contract - 2 years with possibility of extension |

**Job purpose:**

The Health and Nutrition Advisor’s prime responsibility is to ensure high quality technical support to Concern’s health and nutrition work in development and emergency programmes in Bangladesh, targeting especially extremely poor and vulnerable populations. The main responsibilities are technical support and capacity building for ongoing projects and programmes, research and analysis, and support new programme and businesses development. The advisor will be expected to develop and document best practices and to promote organisational learning, liaising closely with the programme teams in Dhaka and Cox’s Bazar, and the Strategy, Advocacy and Learning (SAL) Unit in Dublin.

The successful candidate will report to the **Deputy Director Programme Quality & Business Development** on a day-to-day basis, however will have strong links with Deputy Director Programme Implementation, Programme Managers, MEAL Advisor, supporting integrated programming responses - nutrition into health systems, livelihoods, social protection programmes, DRR and emergency preparedness and response. The H&N Advisor, will also be expected to work in a very supportive, pro-active manner with all of Concern’s partners, ensuring that best practice is applied and high levels of programme quality are achieved.

**Main duties & responsibilities:**

**Support Programme Design, R&D and Business Development**

* Support the implementation of Concern Health & Nutrition strategy
* Conduct research and analysis to inform programme design and ensure that interventions are evidence-based and aligned with best practices.
* Develop and support partnerships with research institutions, academia, and other organizations to foster innovation and strengthen programme outcomes.
* Collaborate on research and development initiatives, including the identification of emerging trends and innovative practices in health and nutrition
* Provide technical guidance and support contextual analysis, needs assessment, project design and proposal development.
* Supporting the Deputy Director Programme Quality and Business Development and wider team in the exploration of health and nutrition funding opportunities and as requested the preparation and submission of concept papers, proposals and budgets.

**Technical Programme Support**

* Provide guidance and technical support to all health and nutrition programmes of Concern Worldwide.
* Ensure the programme approaches and activities are aligned to national plans and global best practices.
* Review monthly progress and assess technical support requirement for all programme teams and partner staff to provide support and training accordingly
* Implement the technical programme support plan with regular follow up through frequent field trips.
* Support health and nutrition related advocacy initiatives as required. Coordinate with the Advocacy Advisor to input directly into Concern’s advocacy strategies and annual implementation plan consider H&N.
* Participate as a member of Concern’s Emergency Response Team, responding to humanitarian emergencies as necessary.

**Programme Quality, Learning and Knowledge Management**

* Help develop internal organisational health and nutrition training and development of tools/guidelines/standards in line with international best practice to improve programme quality.
* Foster technical capacity building of programme and partner staff through technical updates, training opportunities, exchange visits, literature sharing etc.
* Facilitate learning, synthesis, documentation and sharing of experience / learning of health and nutrition within the organisation.
* Actively engage with the technical assistance teams based in UK/US/Ireland to support cross- organisational learning and coordination.
* Document and disseminate experiences and lessons learned from projects to ensure Concern’s profile amongst peer organisations is raised at national and international levels based on an agreed documentation and dissemination plan.
* In coordination with the Communication Coordinator, provide input into organizational promotional, media and communications materials on health and nutrition.

**External Representation and Networking**

* Work with MoHFW, DGHS, NNS, MoLGRDC, BNNC and LGIs for mobilising their support and collaboration in the provision of urban and rural health and nutrition services. This should be linked to Concern’s advocacy strategies mentioned above.
* Represent Concern Worldwide on national level platforms like the SUN CSA and clusters, be the national level focal point. Ensure that the wider management team is well informed of external discussions.
* Actively engage in health and nutrition networks with key institutions /agencies, universities and donors within Bangladesh and regionally, as appropriate.
* Strengthen alliances between Concern and other stakeholders involved with health and nutrition programming at the national and international level.

**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.

**Qualifications and requirements**

**Education and aptitude:**

Master of Public health or related health or nutrition discipline. Clinical degree preferred.

**Key competencies:**

* At least 8 years of experience in the area of community based health and nutrition program planning, management, implementation, monitoring and capacity building with at least 5 years of working experience at senior technical and/or managerial role.
* Proven experience of leading and managing large primary health care and nutrition projects in urban and rural areas
* Proven experience of working with high level stakeholders including government ministries and donors
* Proven experience of policy advocacy with policy stakeholders
* With clear understanding of Bangladesh government health system and experience of working in health system strengthening (rural/urban), and capacity building project in partnership with NGOs and government departments, local government institutions
* Technical knowledge and skill to provide guidance to field staff primary health care and nutrition service delivery
* Experience of working in MNCH and health project/programme preferred
* Proven record of the skills and experience required to strengthen local capacity in MNCH skills, including teaching, mentoring and coaching

**Essential Character:**

* Strong leadership skills with sensitivity in dealing with government authorities on critical issues
* Strong management skills and ability to motivate others and promote accountability among staff
* Skills in time management and prioritising
* Ability and willingness to work as part of a multi-disciplinary team
* Pro- activity
* Analytical and independent thinking
* Knowing How to Learn and Adapt with result oriented learning approach
* Reasoning
* Resourcefulness and Initiative.
* Sense of Responsibility
* Open to new ideas

**Essential Skills:**

* Planning and organizing
* Problem solving and decision making
* Ability to write short reports and concept notes clearly and correctly
* Strong command of spoken and written English

***Concern Code of Conduct and its Associated Safeguarding 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 Signed* |
| *Date* |
| *Employee’s name* | *Signature* |
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