

**Nutrition Site Supervisor**

**Job Title:**  Nutrition Site Supervisor

**Reports to:**  Programme Specialist

**Terms:** *Fixed Term contract*

**Salary:** GB 4

**Requirements:** *Ukhiya / Teknaf, Cox’s Bazar*

**About Concern:** Established in 1968, Concern is a non-profit, non-governmental humanitarian organisation, dedicated to the reduction of suffering and the ultimate elimination of extreme poverty in the world’s poorest countries.

Concern’s vision, our mission and our work are all defined by one goal – ending extreme poverty, whatever it takes. Concern strives for a world free from poverty, fear and oppression.

Our culture is values driven and we believe that our people are central to all that we do and are key to delivering on our goal of Reaching the Furthest Behind First. We are committed to ensuring a workplace where everybody feels valued and are enabled to succeed in their work and contribute to delivering on our mission.

**Role 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..*

**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.

**Role Holder Requirements:**

* Bachelor and Master’s degree in Nutrition and Food Science or Bachelor degree in Nutrition and Food Science with Master’s in Public Health.
* At least 3 years’ experience in implementation of Community nutrition programmes.
* Technical knowledge on Community management of acute malnutrition (CMAM) and IYCF programming.
* Having good knowledge on Rohingya refugee programmes.

**Competencies:**

Candidates are expected to demonstrate abilities in the following priority competency areas:

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| Managing Yourself | **Planning and decision-making** |
| **Individual leadership** | **Creativity and innovation** |
| **Communication and working with others** | **Influence, advocacy and networking** |
| **Delivering results** | Change |

We encourage all eligible candidates, irrespective of gender, ethnicity or origin, disability, political beliefs, religious beliefs, sexual orientation, or socio-economic status to apply to become a part of the organisation. Concern is against all forms of discrimination and unequal power relations and is committed to promoting equality.

If you have any concerns about our recruitment process and need particular assistance - for example if you have a disability e.g. a hearing impairment - please let us know and we will do our best to respond to your needs.

**Important information:**

Concern has an organisational **Code of Conduct** with three Associated Policies: The **Programme Participant Protection Policy, the Child Safeguarding Policy, and the Anti-Trafficking in Persons Policy** accessible [here](https://www.concern.net/accountability/codes-and-policies/safeguarding). 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 organisations, 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 their work, 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 adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with adults and children are recruited by us for such roles. Consequently, working or volunteering with Concern may be subject to a range of vetting checks, including criminal background checking.

During this job application, you will provide Concern with your **personal data**. Concern takes its responsibilities towards this personal data very seriously and is committed to complying with all relevant data protection legislation.

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