

**Programme Coordinator – Health and Nutrition**

**Job Title:**  **Programme Coordinator – Health and Nutrition**

**Reports to:**  Programme Director

**Terms:** *Fixed Term contract*

**Salary:** GB6 (National)

**Requirements:** Dhaka, Bangladesh

**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 Programme Coordinator – Health and Nutrition will provide strategic direction and technical leadership for the ongoing projects and contribute to developing new programmes. You will ensure that Concern health and nutrition programmes comply with relevant donor, national, and international standards and Concern guidelines. You will work closely with the Concern team and partners in Bangladesh. You will closely coordinate with the Programme Director, MEAL Technical Advisor, Operation Director and Country Finance Controller to support designing and delivering a high-quality programme. You will also take the lead in representation, collaboration, and coordination with key stakeholders at the national and regional levels. The role also works closely with Concern’s Strategy, Advocacy, and Learning (SAL) unit based in Dublin to enhance program quality and impact.*

**Key Responsibilities:**

**Technical Leadership and Programme Management**

* Lead the implementation of Concern Health and Nutrition Strategy in Bangladesh.
* Lead on the technical oversight and high-quality implementation of the ongoing MAC-P funded RMNCAH project, capacity building efforts, and ensuring the programme team and partner staff understand and comply with all the appropriate technical standards and Concern Worldwide commitment to the donor.
* Provide strategic leadership for ongoing MAC-P funded RMNCAH project Health Systems Strengthening (HSS) efforts in targeted districts to address service delivery bottlenecks and develop long term strategies for sustainable and resilient health systems including in the backdrop of climate change impact on health & nutrition.
* Oversee the efficient and effective use of resources, plan, and manage programme budgets as approved, in collaboration with the Country Finance Controller and the Programme Director.
* Ensure a robust monitoring system that allow to capture key information, and ensure timely actions are jointly agreed upon with the implementing partner and government counterparts to maintain and improve programme quality.
* Lead regular technical reviews of programme implementation to assess progress against programme objectives and learning as well as unintended consequences, provide capacity building support to teams and partner staff to ensure alignment with national policies and international best practices and standards.
* Support the development of preparedness plans for health and nutrition emergencies and participate as a Concern emergency response team member providing technical expertise during emergency response.
* Lead the technical reviews of field and donor reports and ensure appropriate and high-quality documentation related to the programme.

**Programme Design and Business Development**

* Lead on developing evidence based integrated health and nutrition programming into broader development and emergency response factoring in climate change impact, which will ensure a standard programme approach over the Health and Nutrition Strategy period.
* Coordinate with the Programme Development and Quality Coordinator to identify new business opportunities that are in line with Concern Bangladesh’s Health and Nutrition Strategy.
* Oversee and support project designs and development of high-quality proposals for health and nutrition programs, bringing on board innovative initiatives that enhance cost-effective approaches.

**Learning, Knowledge Management, and Advocacy**

* Lead research and advocacy strategies related to health and nutrition programme at the national and local level, working closely with the Technical Advisor - Advocacy, strategic partners, or research organizations.
* Be the focal person to develop and strengthen Concern’s collaboration with government counterparts at national level.
* Promote cross learning within Concern Worldwide and between partners to improve programme effectiveness.
* Develop technical health/nutrition best practices and lessons learn papers or programme success stories for sharing internally and externally with the broader community.
* Work with the MEAL team to strengthen the monitoring and evaluation system, standardized tools, and approaches for health and nutrition programming and learning initiatives.

**People Management**

* Manage direct reports, contributing to their capacity building and career development through technical support, on-the-job training, and coaching.
* Ensure all direct reports know, understand, and comply with organization policies, procedures, and standards.
* Ensure all direct reports fully understand their roles and what is expected of them by setting SMART objectives, monitoring, and evaluating the performance of the staff, including taking decisive actions in the case of poor performance.

**External Representation and Networking**

* Maintain strategic links and collaborations with relevant government agencies and stakeholders, including development partners, funders, other NGOs, and the private sector at the national and regional levels.
* Ensure Concern Worldwide is appropriately represented and actively engaged in key coordination forums such as health and nutrition clusters and technical working groups at the national and local levels.
* Build and maintain networks with health and nutrition institutions, universities, and donors at the national level.
* Ensure technical expertise in health and nutrition is represented in external meetings as appropriate to enhance Concern’s impact in health and nutrition programming.
* Work with the programme team to ensure the production of necessary materials, including situation reports, fact sheets, and brief notes, and disseminate information internally and externally.

**Accountability**

* Ensure the highest standards of accountability through ensuring good communication and information sharing within and outside the programme and enabling staff, beneficiaries, and other stakeholders’ participation at all stages of the project cycle in accordance with the Core Humanitarian Standard (CHS).
* Comply with Concern’s policies and procedures (P4, Safeguarding, finance, logistics, HR, security management, etc.).
* Support relevant colleagues and partner staff to ensure that the Feedback, Complaints and Response Mechanism (FCRM) is functional and accessible, and that feedback and complaints are welcomed and addressed.
* Support, where possible, relevant colleagues and partner staff to ensure that information about CHS, FCRM, and safeguarding and required staff behavior is disseminated among programme participants and communities.

**Role Holder Requirements:**

* Medical degree with postgraduate qualification in Public Health, Nutrition, Epidemiology, or other health and nutrition-related field.
* Minimum 5 years of relevant experience, including at least 3 years in a similar role within an international organization with a dual mandate (humanitarian and development).
* Demonstrable experience of designing and delivering high quality health and nutrition programmes in partnership with others (L/NGOs, CSOs, Government etc), proposal development, and programme management.
* Sound understanding of health system and demonstrated experience of health system strengthening in Bangladesh
* Proven experience of external representation, coordination and advocacy
* Experience of delivering health and nutrition focussed emergency response
* Good understanding of climate change impact on health and nutrition and impactful strategies
* Excellent command of written and spoken English.

**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 |

**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 Signed* |
| *Date*: |
| *Employee’s name* | *Signature* |
| *Date* |