

**Programme Officer - Health and Nutrition**

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

**Reports to:**  Programme Coordinator – Health and Nutrition

**Terms:** 1.5 Years **-** Fixed Term

**Salary:** GB 4 (National)

**Requirements:** Dhaka Office based with 50% field travel to project sites

**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 Officer-Health and Nutrition is responsible for supporting planning, managing, and monitoring the implementation of MAC-P funded “Partnerships for Improved Maternal, Newborn, and Child Health (MNCH) in Coastal Bangladesh” Programme (MACP-RMNCAH) in Patuakhali and Barguna districts with a focus on Health Systems Strengthening (HSS). You will perform day-to-day grant and partnership management tasks, as well as need-based technical support and oversight on the ongoing RMNACH project. This position will work closely with the Grants Officer, two implementing partners (NSS and AVAS), and the Ministry of Health and Family Welfare to ensure availability and access to quality RMNCAH service delivery in the targeted districts.

**Responsibilities:**

**Grants and Partnership Support.**

* Coordinate all grants and partnership management tasks between Concern programme, support systems, and finance, to ensure effective management of the implementation of the RMNCAH project by partners.
* Work closely with the Grants Officer and Programme Coordinator - Health and Nutrition to ensure timely reviews and clearance of financial (budget/payment/report) and other partnership-related documents.
* Foster and maintain strong relationships with partners to ensure effective delivery of the RMNCAH programme in accordance with the grant agreement and donor requirements.

**Programme Implementation Support.**

* Coordinate with stakeholders, including local authorities and health offices, for the effective implementation of RMNCAH programme activities, with a focus on health systems strengthening initiatives.
* Conduct regular field visits to programme locations, assess implementation progress, and identify what is working well and areas for improvement. Support the partners to implement the agreed action in collaboration with the Programme Coordinator - Health and Nutrition.
* Contribute to the development of guidelines and tools, including training materials, IEC, and other resources to enhance the capacity of community and facility health service providers under MoH&FW, in collaboration with the Programme Coordinator - Health and Nutrition.
* Prepare and submit high-quality narrative reports and documentation related to programme progress, including quarterly, bi-annual, and annual reports, and lessons learnt as required.
* Participate and contribute as necessary towards Concern’s emergency response as and when required.

**Monitoring, Evaluation, and Learning**

* Participate in periodic, programmatic review to guide adaptive management and improve the quality of the RMNCAH programme.
* In collaboration with the MEAL Officer, update the activity tracker regularly, monitor project outputs and activities on a quarterly basis to ensure performance targets are on track.
* Work with the MEAL team to document and share learning related to the partnership.

**Coordination and Representation**

* Maintain positive relationships with relevant coordination bodies and stakeholders in Patuakhali and Barguna districts.
* Participate in the relevant coordination meetings at the divisional and district levels.

**Accountability**

* Upholding and promoting Concern’s values, including workplace equality, diversity, and inclusion values.
* 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).
* Support relevant colleagues and partner staff to ensure that the Feedback, Complaints and Response Mechanism (FCRM) is functional and accessible, that feedback and complaints are welcomed and addressed.
* Comply with Concern’s policies and procedures (P4, Safeguarding, finance, logistics, HR, security management, etc.).

**Knowledge, Experience, Skills, and Qualifications:**

* MBBS, or B.Sc. in Public Health, or B.Sc. Midwifery. Master in Public Health is an added advantage.

3years of relevant experience.

* Demonstrable experience delivering health and nutrition programmes in partnership with others (L/NGOs, CSOs, Government, etc.).
* Good knowledge and understanding of the health system and experience of health system strengthening in Bangladesh
* Ability to represent, liaise, and negotiate at various levels.
* Good command of written and spoken English.

**Competencies:**

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

* Ability to organize, plan, and deliver results.
* Strong communication and interpersonal skills.
* Ability to work effectively with teams and government counterparts.
* Creativity and innovations.

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 this role sounds right for you, please apply with your CV and cover letter. We will respond to every applicant. Please be aware we may offer positions before the closing date.

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.