

**Nutrition Officer**

**Job Title:**  **Nutrition Officer**

**Reports to:**  Programme Manager

**Terms:** *Short Term contract with possibility of extension*

**Salary:** GB 4

**Requirements:** *Ukhiya Office, 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 Nutrition Officer will be responsible for the implementation program, ensuring coordination and communication with stakeholders and providing technical support Programme Officers and implementing partner to ensure Essential, lifesaving MIYCN and food-based programming for nutritionally high-risk groups by Community Nutritionists. S/he will maintain lesion with MEAL / HR / Logistics / Finance and other departments, and 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. S/He will be responsible to perform other activities requested by his/her supervisor based on project need.*

**Responsibilities:**

**Programme Implementation**

* Coordinate and facilitate technical training of programme team for implementation of their individual roles, with the expected quality in nutrition services
* Support the development and adaption of context specific modules and capacity building of programme staff
* Support programme team to ensure quality services on maternal, infant and young child nutrition (MIYCN),
* Operationalise a regular cascading activity plan for staff as per programme design
* Ensure quality services to the high-risk groups to ensure breastfeeding protection, promotion and support for nutritionally high-risk groups and complementary feeding support for nutritionally high-risk households to facilitate recovery from treatment and prevent further deterioration of malnutrition
* Support and ensure on the job training to the programme team to maintain high quality and accountability to programme participants.

**Budget Management Support**

* Adhere to Concern Worldwide financial policies and procedures.
* Prepare budgets for trainings, workshops and other programme activities, as needed.
* Support budget management review and monthly spending tracking for the nutrition activities.
* Work with the Programme Manager to ensure timely procurement and prevent under or overspending on the budget for nutrition activities in the programme.

**Coordination**

* Ensure participation in district/ upazila / camp level coordination meetings with local authorities such as district/upazila administration, site management and CiC, and/or with other organizations
* Participate in Nutrition Sector, Food Security Sector meetings and work with the Programme Manager to share programme learning for evidence-based advocacy at sector level
* Liaise with other Concern project / programme specialists / managers to ensure integration of all projects within Concern Worldwide, for smooth operation and mutual support.

**Human Resource Management**

* Support HR department in recruitment of qualified programme staff.
* Set up objectives and monitor staff performance accordingly.
* Monitor staff performance and ensure timely performance development reviews.
* Ensure staff welfare, safety and security in liaison with HR and Programme Manager.
* Ensure an enabling, friendly, collaborative and professional working culture within the programme team, and adherence to Concern policies andprocedures.

**Monitoring and Evaluation**

* Monitor programme activities and evaluate the quality of service
* Share updated database of the programme participants regularly with MEAL
* Arrange regular team meetings to share activity progress and learning.
* Ensure timely conduction of surveys, evaluations, quality benchmarking and learning documentation collaboratively with MEAL team.
* Work with MEAL and Programme Manager, to operationalise a feedback mechanism for accountability to staffand beneficiaries

**Reporting**

* Prepare high quality reports, on nutrition activities, within agreed time line and formats, in consultation with the Programme Manager.
* Build capacity of the team to prepare activity reports, capture case studies and success stories, and take good pictures following compliance guidelines.
* Analyse statistical reports, to track progress and generated learning to inform program and advocacy actions and/or decisions.
* 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 the Programme 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’s degree in nutrition or agriculture.
* 03 years of work experience in nutrition or nutrition sensitive food security programme / Project
* 01 years of managing project / programme is required.
* Good computer and report writing skills are desirable.
* Strong written and verbal communication skills in English is desirable.
* Experience in managing project / programme budget is desirable
* Good knowledge on Rohingya refugee context is desirable

**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** |
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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:* |