

**Programme Officer**

**Job Title:**  **Programme Officer**

**Reports to:**  Programme Manager (Technical coordination with Nutrition Officer)

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

**Salary:** GB 4

**Requirements:** *Ukhiya /Teknaf Camps, 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 Programme Officer will be responsible for the implementation program activities at the field level, ensuring coordination and communication with Camp in Charges (CiC), other relevant actors / stakeholders and different sector focal, and supervising and providing technical support and monitoring of Community Nutritionists to provide Essential, lifesaving MIYCN and food-based programming for nutritionally high-risk groups. S/He will be responsible to perform other activities requested by his/her supervisor based on project need.*

**Responsibilities:**

**Project Implementation**

* Prepare monthly activity plan considering the target and ensure tracking the achievement
* Support community nutritionists to ensure identification of nutritionally high-risk groups and households
* Support community nutritionists 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.
* Conduct on the job training to the community nutritionist to maintain high quality service delivery and accountability to programme participants.

**Coordination**

* Liaise with govt. authorities in camp level, ensure need assessment approval, monthly progress report, project completion report, project compeletion certificate.
* Manintain coordination and collaboration with govt. throughout the project cycle.
* Liaise with other Concern project field teams to ensure integration of all projects within Concern Worldwide, for smooth operation and mutual support.
* Coordinate with relevant stakeholders for coordinated and smooth service delivery.

**Human Resource Management**

* Set up objectives and monitor staff performance accordingly.
* Ensure timely performance development reviews.
* Ensure staff welfare, safety and security in liaison with HR and nutrition specialists.
* Ensure an enabling, friendly, collaborative and professional working culture within the project team, and adherence to Concern policies and procedures.

**Monitoring and Evaluation**

* Monitor activities of community nutritionists and evaluate the quality of service
* Update database of the programme participants regularly
* Participate in regular team meetings to share activity progress and learning.
* Support MEAL team in quality benchmarking and evaluations.
* Ensure that the feedback mechanism for accountability to programme participants is operational in the programme areas.

**Reporting**

* Share weekly field activities updates with the nutrition specialists.
* Ensure monthly statistical reporting and narrative reporting

**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 nutrition specialists or 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:**

* BSc in Nutrition / Agriculture Or bachelor in any relevant subject with Masters in Public Health
* 3 years of work experience in Nutrition / Nutrition Sensitive / Food Security programmes / projects
* At least 1 year work experience in Rohingya Context
* Basic expertise in computer operation and office application is desirable
* Experience in community nutrition / CMAM/ IYCF / CMAMI / MAMI care pathway are 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:* |