

**Intern – Health and Nutrition**

**Job Title:**  **Intern – Health and Nutrition**

**Reports to:**  **Programme Coordinator – Health and Nutrition** **Terms: 03 months**

**Salary:** BDT 30,000/= per month

**Requirements:** Dhaka Office **with up to 30% travel to field/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 Intern- Health and Nutrition will support Concern Wordwise’s health and nutrition initiatives by contributing to research, documentation, knowledge management, stakeholder engagement, and internal coordination. This role is ideal for a recent graduate seeking a strong academic background and relevant experience in health and nutrition programming, policy engagement, and applied health/nutrition research added with understanding on climate health nexus.

This is a learning and capacity-building opportunity designed for early-career professionals passionate about health and nutrition system strengthening including climate health nexus and sustainability.

**Main duties & responsibilities:**

**Technical Support and Knowledge Management**

- Assist in drafting and formatting health and nutrition and climate health nexus related concept notes, proposals, and technical briefs.

- Support data collection, cleaning, and organization of health and nutrition data, climate change related health/Family Planning and nutrition hazards information (e.g., temperature, salinity, health service data at facilities and community set up, disaster related health and nutrition hazard mapping).

- Compile and summarize relevant research and publications related to health system strengthening including climate resilience practices in Bangladesh and maintain a digital knowledge repository.

- Help maintain a digital repository of reports, case studies, and resources on health, nutrition/climate health nexus and health system sustainability.

**Stakeholder Engagement and Coordination**

- Assist in planning, organizing, and documenting meetings, workshops, and consultations with stakeholders including government officials, NGOs, and community leaders.

- Support coordination and communication with implementing partners, health and nutrition team, academic institutions, and health and nutrition networks.

- Assist in tracking health and nutrition related donor trends, calls for proposals, and funding opportunities.

**Policy and Adaptation Research**

- Analysis on national and local health and nutrition policies, implementation strategies, and institutional frameworks.

- Support in documenting the locally led health system strengthens practices from Concern’s programmes for policy advocacy.

**Other Support Functions**

* Coordinate with admin and logistics teams to arrange travel, event logistics, and procurement related to health and nutrition activities.
* Contribute to learning and documentation around cross-cutting themes such as climate change impact, food security, gender equality, nutrition governance

**Expected Deliverables**

* Develop a digital knowledge repository with at least 30 curated and categorized resources (e.g., reports, case studies, articles, research) on health and nutrition and locally led health system strengthening initiatives in Bangladesh by the end of month 2.
* Develop two knowledge products; a brief and a 6–8 slide deck- on locally led health system strengthening and climate impacts on health and nutrition both costal and urban set-up (e.g., heat, salinity), with relevant data, tools, and success stories from Bangladesh and South Asia. Submit drafts by month 2, finalize by month 3 for internal use.
* Prepare a 2-page policy brief summarizing 3 locally led health system strengthening initiatives (community and system) from Concern’s programmes, aligned with relevant national health and nutrition policies, with a first draft by end of month 2 and final version by month 3.

**Role holder Requirements:**

* Academic Background: Master’s degree in health, nutrition and climate health Nexus from a recognized university. **Graduation year must be 2022 or later**
* Strong interest and sound understanding of overall health system, nutrition governance, locally led health system strengthening initiatives, impact of climate change on health and nutrition and resilience building and sustainability concepts.
* Basic knowledge of health and nutrition data, measuring tools and their applications in planning and analysis.
* Strong written and verbal communication skills in both Bangla and English.
* Proficiency in MS Office (Word, Excel, PowerPoint); familiarity with GIS, SPSS, or data visualization tools is an asset

We would prefer:

* Prior internship, volunteer experience, or research in the field of health and nutrition and system strengthening initiatives
* Engagement with university clubs or networks related to health and nutrition action.
* Working with urban, rural and costal vulnerable and marginalized people.

**Competencies:**

*Typically, candidates are expected to demonstrate good interpersonal communication skills and to demonstrate behaviors in line with Concern values.*

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| Managing Yourself |

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 organizational **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.