Job Description

Job Title	**:** Technical Officer-Nutrition
Location	**:** Based in Cox's Bazar, Bangladesh
Department	**:** Program
Grade & Salary	**:** G-4, Negotiable
Contract Length	**:** Up to December 31, 2023
Reportable to	**:** Program Manager
Other relations in HelpAge	**:** Field Coordinator, Inclusion and Rehabilitation Officer, Monitoring and Documentation Officer, Finance and Admin. Officer, Finance and Admin. Manager, HR and Admin. Officer of Cox's Bazar and Dhaka CO Office

Background:

HelpAge International (HelpAge) is an international NGO with a vision of a world where older people fulfil their potential to lead active, dignified, healthy and secure lives. It is also a global network with over 100 affiliates working to support older people and promote their rights. HelpAge's program are managed by a secretariat in London and Regional Offices in East Africa, Southern Africa, South Asia, East Asia, Middle East and Eurasia, and Latin America and the Caribbean.

Our Vision A world where every older person leads a dignified, healthy and secure life.

HelpAge's goal is global change. The world we want where, every Older Person can say:

- I have the income I need
- I enjoy the best possible health and quality of life
- I am safe and secure, free from discrimination and abuse
- My voice is heard.

Humanitarian Context

Globally, around 15 per cent of the population are living with some kind of disability. An estimated 13 per cent of people worldwide are over the age of 60. More than 46 per cent of those who are over the age of 60 have a disability.

Humanitarian principles require that humanitarian assistance and protection are provided on the basis of need, without discrimination. No one should be excluded from humanitarian action, either deliberately or inadvertently. Yet there is still limited capacity among humanitarian actors to fulfil this commitment. Discrimination based on disability, age and gender often combines with other forms of discrimination to deny older people and people with disabilities their right to assistance and participation in humanitarian action.

Bangladesh has one of the world largest humanitarian responses for the Refugee and is now in its 5th year of providing humanitarian assistance to the 913,660 Rohingya individuals, living in the 34 congested camps in two (Teknaf and Ukhiya) sub-districts under Cox's Bazar District.

Out of the total Rohingya Refugee population, 9% are over 50 years or older[1] including 4% over 60[2]. According to the REACH[3] report, 12% of the total population has either a single or multiple disabilities, this number rises to 46% among the older people.

Since 2017, HelpAge International-Bangladesh and its two downstream partners have been providing humanitarian assistance to older people and person with disabilities addressing their critical needs. Providing technical support to other humanitarian actors to promote age and disability inclusive intervention in broader humanitarian program.

To address above problems, findings, and lesson-learned through piloting this project, HelpAge and it's downstream partners will implement self-reliance project for Person with Disability and Older People through funding support of WFP. The Objectives of the proposed project to promote Disability, Age and Gender Inclusive Self-Reliance and Nutrition support program across the targeted Rohingya Camps. Major interventions are Self-reliance through skills, life skills, Nutrition, assistive products, and dignity kits for the targeted population. Support to e disability and age inclusive humanitarian services and make those accessible to People with Disabilities and Older People, there need some other interventions. They are capacity building and technical support to other humanitarian actors. To provide input and technical support to improve accessibility of service facilities.

Job Purpose

This position will be responsible for overall management of Sever Acute Malnutrition (SAM) for Persons with disability and older people by adhering the protocols and guidelines of SAM Management. The Nutrition officer position is based at Cox's Bazar who will implement Community Based Management of Acute Malnutrition (CMAM) activities, which includes planning, managing, supportive supervise, identifying gaps and challenges, collecting case studies, documenting best practices & lesson learnt, building functional rapport with relevant stakeholders and technical partner of CMAM program. S/he will also ensure that community outreach activities which includes, active case finding, referral, awareness session and community mobilization etc. are rolling out in a planned way. S/He will work with the staff in a joint team effort to ensure quality services of the program. The incumbent is accountable for anthropometric assessment of SAM/MAM and ensuring accuracy and timely services for the target beneficiaries of CMAM program. The Nutrition officer need to be ready to adapt with the changing environment which may demand innovative and wider range of services to CMAM/nutrition program of HelpAge and their partners.

Major roles and responsibilities:

Responsibility # 1: Nutrition sensitive programme

- Planning, managing, and implementing the nutrition sensitive activities for persons with disabilities and older people following the sector guideline and protocol.
- Conduct nutritional assessment through anthropometric measurement to identify SAM and MAM and to assist in referral of identified malnourished SAM and MAM people to nearest treatment sites.

- Prepare curricula, module/ IEC materials for the awareness of training participants, caregivers/family members on Nutrition.
- Ensure that all key massages are providing to the beneficiaries based on protocol and guideline.
- Facilitate cooking demonstration sessions to persons with disabilities and older people considering nutritional food value, hygiene, and preservation.
- Timely identification of complication, slow/static weight gain, absentees and ensure appropriate measure to address these issues.
- Ensure the assigned nutrition team members receive relevant and appropriate supervision, mentoring and training in order to develop their personal and professional skills, knowledge and understanding.

Responsibility # 2: Capacity Building

- Provide on the capacity building training to beneficiary, coaching and mentoring to relevant project staff/volunteers.
- Prepare training module for humanitarian actors and facilitate training on inclusive nutrition sensitive programming.
- Supervise the activities related to "Persons with disabilities and old people" SAM and MAM management.
- Facilitate regular team meeting ensuring team member kept information of issues relevant to overall management and quality of program

Responsibility # 3: Networking/Advocacy and Liaison

- Work in close collaboration and coordination with Nutrition Cluster and CMAM technical partner
- Collaboration and coordination with partner and other stakeholders (Government of Bangladesh administrative & health authority) at Camp level
- Build relationship with different stakeholders at local level etc.
- Arrange advocacy/networking meeting and coordination meeting at camp level and sub-district level

Responsibility # 4: Logistics Management

- Manage the correct and timely ordering of required cooking demonstration supplies and other equipment to the AFS in coordination with the Program Manager and responsible logistics person.
- Manage all stocks within the AFS ensuring proper stock management systems are in place.
- Monitor nutrition stock expiration dates in the AFS to ensure timely use.

Responsibility # 5: Data Management, Documentation and Reporting

- Ensure proper recording of the information related to the implementation of the CMAM program including care practices, appetite test, health and nutrition education and home-visiting.
- Prepare daily, weekly and monthly performance report according to prescribed format.
- S/he will compile the figurative data on weekly, bi-weekly, and monthly basis from field and AFS staff.

- Collect case information, taking snap, document and share with supervisor for learning and further action
- Document evidence-based lesson learned, success and challenges of current behavior issues.
- Ensure accurate and timely reporting of activities for internal and external requirements.

Extent of Authority:
The Technical Officer-Nutrition will report to the Program Manager of the project. S/he will have direct responsibility of community mobilization for the Emergency Response project in project locations.

Other features of the job
The post-holder will be based in Cox's Bazar and will be expected to travel in field locations as 70% time and when necessary.

Safeguarding Responsibilities:
Responsible for:

- Preventing harm and abuse from our people, operations and programmes to anyone that encounters our work.
- Report all safeguarding incidents they see, hear, hear about or suspect, using our internal reporting mechanism.
- Complying with all safeguarding framework policies and practices.
- Completing mandatory training courses relating to our safeguarding policy framework and comply with HR vetting procedures.
- Reporting and responding to safeguarding incidents reported to them by anyone connected with our work, using our internal reporting mechanism.
- Supporting staff to embed safeguarding measures in their role.

For Field visit/Movement:

- Reducing the risk of harm and abuse in the field.
- Involving communities in the design of programmes and complaint response mechanisms, be responsible for implementation and review.
- Attending specialist field training on safeguarding as required.
- Maintaining maps of support services for survivors.
- Receiving and responding to complainants/survivors and ensuring that no further harm is done, following a survivor-centred approach, using the principles of psychological first aid, and signposting to relevant local services as needed.
- Reporting all safeguarding incidents, they become aware of.

Program Management:

- Designing, implementing, managing and reviewing safe programming that assesses risk and implements mitigation measures to reduce the risk of harm and abuse to all people that encounter our work, whether from people, operations or programmes.
- Ensuring that communities and beneficiaries are consulted on the design of community response mechanisms and know how to report safeguarding concerns.

- Contributing to the work of Safeguarding Committees in embedding safeguarding in the working culture.
- Undertaking safeguarding investigations as required.
- Making downstream partners accountable for their safeguarding and ensuring training is completed and safeguarding incidents escalated to our Board.

Person Specification:

Experience:

Essential

- Demonstrated at least 02 years' experience of Emergency response project in specific field of nutrition.
- Prior experience of working with partner organizations and dealing with multiple stakeholders' particularly older people.
- Proven experience in facilitating community-based capacity building training preferably Nutrition focused.
- Direct experience of project monitoring, evidence-based learning and quality reporting.
- Experience of gathering, editing and making project information accessible as and when necessary.

Skills & Abilities

Essential

- Excellent facilitation skills in capacity building training for community people and of relevant project stakeholders.
- Ability to mobilize and negotiates with a wide range of people and organisations (including government) at all levels with sensitivity to cultural differences.
- Excellent relationship and team building skills.
- Ability to work under pressure and meet deadlines.
- Ability to manage multiple and complex tasks regarding community issues.
- Ability to presentation skills and in writing quality reports and evidence-based documents (in English & Bangla).

Desirable

- Outgoing personality with interpersonal skills
- Competent IT skills, including experience of MS Word, Excel and PowerPoint

Personal qualities

Essential

- Commitment to equality opportunities
- Ability to ensure coordination & negotiation with sectors in HelpAge.
- Ability to observe and to provide feedback on the activities.
- Ability to understand and to interoperate the nature of human behavior.
- Commitment to the Humanitarian principles of HelpAge International
- Excellent community problem-prevention and problem-solving quality
- Multitasking and stress handing capacity
- Target oriented, proactive and flexible approach

Knowledge/Education

Essential

- Bachelor / Master's in nutrition science / Food Technology or equivalent gained in work experience preferably in Humanitarian sector.

Desirable

- Adequate knowledge in nutrition sector/issues preferably inclusion of older people in humanitarian response
- Experience of working of working in Cox Bazaar would be beneficial.
- Experience or working knowledge of ageing and the issues facing older people in humanitarian crises.

NOTE

This job description is intended as guidance and should not be viewed as inflexible as it may be varied from time to time in the light of strategic development of HelpAge program objectives.