

JOB DESCRIPTION

Title of the Position: Nutrition Specialist
Terms: Full time
Work Station: Nutrition Section, FWD
Reports to: Chief, Nutrition Section, FWD & Senior Manager, Nutrition -HKI/SP II

Primary Duties and Responsibilities:

- Assist Chief, Nutrition Section, Family Welfare Division (FWD) in the preparation of Annual Plan and Budget of National Nutrition Programs and provide technical support to implement and monitor the activities as per the annual work plan.
- Provide support to Nutrition section for documentations including report writing, data analysis, design /prepare presentations papers of national nutrition program
- Coordinate with concerned agencies (government and non-government) to ensure implementation the Nutritional Programs according to implementation plan and schedule and use of resources related to nutrition program.
- provide technical and organizational support to the Chief, Nutrition Section and collaborate closely with the EDPs working in nutrition.
- Assist technical team and the working groups under the NUTEC for development/revision of national nutrition strategy and guidelines and call TWG meetings as per direction of Chief, Nutrition Section/CHD.
- Coordinate with Logistic Management Division to manage the demand and supply of Nutrition Program related commodities (i.e., Vitamin A Capsules, Deworming Tablets, Iron Tablets, Salter scale etc.) and Nutritional Education Materials to the district timely including SUA AHARA -II program commodities.
- Facilitate with district (public) health office / municipalities especially focused on SUA AHARA -II implemented activities as per the annual work plan
- Represent the Nutrition Section and attend relevant federal / province level meeting & workshops and share best evidences, lesson learnt as directed.
- Perform other assigned duties as necessary within the jurisdiction of the Nutrition Section.

1. SUA AHARA -II program

- Facilitate /linkages coordination and communication between SUA HAARA-II program and the Nutrition Section at Family Welfare Division timely & regularly.
- Advocate & update plan activities, progress' lesson learnt of SUA AHARA -II at Nutrition Section at Family Welfare Division and other forums regularly.
- Assist in the preparation of Annual Budget and progress report of SUA AHARA-II Program
- Perform SUA HAARA-II related functions as and when necessary.

3. Monitoring and Evaluation

- Assist in designing and ensuring the use of monitoring tools for different national level nutrition programs to the Nutrition Section.
- Supervision and monitoring of Nutrition programs in compliance and coherence with national strategy and guidelines

- Compile and analyze all the Nutrition Program related data and prepare & share periodic reports to the relevant organizations
- Proper documentation of Nutrition related activities and provide regularly updated reports on the status of implementation.

Others:

- Report and communicate regularly to immediate supervisor and assigned SUSAHARA-II team member
- Perform as assigned by the Chief, Nutrition Section, FWD & Suaahara-II

4. Academic qualification: Master's degree in public health with minimum 3 years of experience in nutrition. Those who have good knowledge and work experience in government environment as well as have the expertise in planning programming implementing and policy context is preferred.