



## Vacancy Announcement

**Position Name:** Assistant Nutrition Supervisor (ANS).

**Vacancy: 02**

**Job Context:** The ANS will perform the specific defined tasks within the timeline, in collaboration with Upazila Nutrition Supervisor, Upazila Health Complex, UNICEF Cox's Bazar Nutrition Section, and other relevant Government institutions at Upazila-level. S/He will report to the supervisor every month focusing on the progress of the overall indicated activities. S/He will ensure timely quality accomplishment of the tasks to perform.

### **Job Responsibilities:**

Under the technical supervision and in close collaboration with UHC, UNICEF's Nutrition Section, Cox's Bazar and relevant government institutions at Upazila-level, each ANS will undertake the following tasks:

- Based on the project annual workplans, support Upazila Nutrition Supervisor (UNS) to develop budgeted Upazila-level annual workplans, in close collaboration with stakeholders at Upazila level and UNICEF Cox's
- Facilitate and coordinate project-related activities at Upazila level, including meetings, trainings and field activities, monitoring and supportive supervision, ensuring alignment with workplans and synergies
- Support planning and implementation of community mobilization and social behaviour change communication at community level to deliver services such as GMP, IYCF counselling, cooking demonstrations and, timely initiation of complementary feeding by organizing Mukhe Bhaat ceremonies.
- Support capacity building activities; provide on the job capacity building of government staff at Upazila level and community level.
- Provide technical and day to day support to nutrition counsellor, community nutrition volunteer and Multipurpose Health Volunteer (MHV) for the execution of screening, referral and treatment of acutely malnourished children, conducting GMP, organizing cooking demonstrations sessions and timely initiation of complementary feeding by organizing Mukhe Bhaat ceremonies, strengthen MIYCF counselling, micronutrient supplementation and adolescent nutrition services.
- Support the implementation of the CBNP at Upazila-level (technical support, mentoring and supervision of community workers and their supervisors)
- Support GoB counterpart for organizing orientation on comprehensive package of nutrition, MNCH and SBCC services for CG & CSG
- Act as facilitators for the trainings of various cadres on nutrition.
- Monitor the quality of comprehensive training on nutrition (including GMP, IYCF, micronutrient supplementation, counselling) and MNCH services facilitate by selected stakeholders
- Ensure all Community Clinics, union health and family welfare centers (UH&FWCs) and Upazila Health Complexes (UHCs) are equipped with required nutrition supplies and equipment's and SBCC materials
- Participate in NAW & NVAC and any nutrition related event
- Participate to the Project Management Committee meetings and internal project coordination meetings

## Reporting

The ANS will report to the UH&FPO as a first line supervisor and Nutrition Unit in CS office and Nutrition Specialist/Officer of UNICEF, Cox's Bazar and will provide following deliverables:

- Monthly activity reports with detailed information on activities implemented (targets vs. achievements).
- UH&FWCs and CC wise monthly progress analysis, gaps and way forward.
- Monthly PNRI data analysis report based on CI value according to monthly NNS score card.
- The ANS's specific tasks (coordination, technical support, supervision, etc.)
- Field Visit report and follow-up report
- Specific deliverables such as training reports will be submitted on a need-base
- NAW, NVAC and other related events report on their involvement and support
- Other assigned task/s report

## Requirements: (Educational, Experience, Language, etc.)

- University degree in Public Health, Nutrition or related technical field. A first university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of advanced university degree.
- Two years of progressively responsible professional work experience in Nutrition or Health or in a related field.
- Experience working with government agencies, local authorities, international organizations, NGOs and communities in the field of Nutrition or health programme will be preferred.
- Field work experience preferable
- Fluency in English required.
- Comfortable with Office software use, especially Word, PowerPoint and Excel

**Competency:** In Microsoft excel, word, PowerPoint and internet browsing for the basic communication.

**Employment Status:** Contractual, until 31<sup>st</sup> December 2021.

**Job Location:** Chakaria of Cox's Bazar district

**Salary:** Depends on funding.

**Apply procedure:** If the candidates feel that their qualification, exposure and experience matches with our requirements, and they are willing to commit to our values and are sympathetic to our beliefs then please send your complete and updated CV to [kazihr.sarpv@gmail.com](mailto:kazihr.sarpv@gmail.com) on or before the closing date. Please mention only the "**Position Name**" as the subject of the e-mail. Interviews are expected to take place in a shortest time after the application deadline. Only shortlisted candidates will be contacted for the further selection process.

**Application deadline:** 04<sup>th</sup> May, 2021

**Organization information:** Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV) is devoted to work for the most underprivileged and marginalized vulnerable groups of the society for their socioeconomic

development to transform them as productive human resource with a dignified lifestyle. People with Disability are the prime focus of our every work. Along with the disability issue SARPV is also intervening in various sensitive issues like poverty eradication, educational support, health service providing, establishing rights, climate change and DRM, skill development to integrate the vulnerable groups in the mainstream of society those who are leading life with uncertainty in the society.