



Vacancy Announcement

Position Name: Deputy Program Manager

Vacancy: 1

Job Context: Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV) is a non-government, non-political, Bangladeshi organization under its Health & Nutrition program providing lifesaving health & nutrition support to the Rohingya people of Cox's Bazar. As part of its Health & Nutrition interventions in support with WFP & UNHCR, SARPV is implementing “**Integrated nutrition interventions to address malnutrition among Rohingya refugees.**”

Job Responsibilities:

1. Technical

- Ensure food safety and food quality in the community kitchen
- Provide nutritious meal plan based on donor recommendations
- Provide technical oversight for implementation of CMAM activities, including OTP/TSFP/BSFP, GMP, ECCD, IYCF, and C-MAMI.
- Attend internal and external training sessions as required
- Compilation of accurate monthly reports and ensure timely submission
- Analysis of statistical reports to overview trends in GAM rate
- Identify bottlenecks in program implementation and assist the Program Manager to address it.
- Ensure quality service in every component of each nutrition centre including community kitchen so that the organization plays a vital role in reducing the acute malnutrition among children under 5 years of age and pregnant and lactating women
- Review narrative reports and case studies for documentation of Program performance.
- Assist Program Manager in developing project proposal, staffing and budget etc.

2. Operational

- Plan activities according to the expected progress of the project
- The direct implementation of community kitchen program, in accordance with donor agreements.
- Collect and ensure appropriate weekly and monthly food plan from the Project Officer and share it to Program Manager
- Ensure the quantity and quality of supplied commodities and items.
- Ensure the safety, security and hygiene for Community kitchen operation.
- Ensure the vehicle support to carry the food and non-food items with collaboration of Logistic team
- Follow the project's progress and write relevant reports and also share the weekly reports to the line manager.
- Identify and inform the programme manager of any problems or constraints,
- Ensure that required amount of food items (RUTF, RUSF, Super Cereal, Super Cereal plus) and non-food items (e.g. IFA tablets etc.) reaches the nutrition centres on time
- Collaborate with logistics department and Program manager to ensure timely supply of required items.
- Identify and inform the programme managers of any problems or constraints,
- Propose solutions or improvements to ensure the smooth running of the project
- Maintain close communication with nutrition site supervisors to learn about the requirements for repairs/refurbishments and place it through appropriate channel

3. Capacity Building

- Provide supportive supervision and On-Job Training to team members as required

- Arranging formal trainings for staff of Community kitchen and Nutrition Centres
- Developing or reviewing training modules and ensure that it is updated, contextualized and audience appropriate.
- Developing training or other activities budget
- Facilitating training sessions on CMAM, IYCF and CMAMI

4. Coordination and external representation

- Internal Coordination with other departments and programs of the organization
- Coordination with other sectors, organization, local governance of camp (i.e. CiC) and donors for better networking
- Coordinate activities and sensitize the team in the field level
- Face the donor visits at the field level.
- Representing Program and Organization in different meetings in organizational as well as community setting

5. Abiding by organizational and donor policies and humanitarian principles

- The DPM is expected to uphold the values of SARPV and inspire the team to do the same
- He/she must learn about the donor policies and abide by it.
- Humanitarian Principles must be upheld in daily implementation of the Program
- Implement all work-related activities with a gender, disability and child protection lens, taking into account the different needs, concerns and ideas of the SARPV's staff and beneficiaries

Reporting:

- To prepare weekly, monthly, quarterly statistics and narrative reports submitted to Program Manager.
- To prepare the training, project performance report, project completion report and submitted to Program manager.

Requirements: (educational, experience, language, etc.)

- B.Sc. and M.Sc. in Nutrition and Food Science from reputed university
- At least 3 year's professional experience in relevant field, camp experienced candidate will get preference.
- Ability to work flexibly including weekends and willingness to travel and work in rural locations and live in basic conditions.
- Fluent in speaking and writing in both Bangla and English.
- Competency in Microsoft excel, word, PowerPoint.
- Salary: 90,000 BDT excluding other allowance (TA, Mobile etc. as per organization), 2 festival bonus equivalents to 1 gross salary.

Required Competences & Skills:

- Ability to ensure coordination & negotiation with partners on the ground
- Technically sound on nutrition program
- Well known about the country strategy and guideline of CMAM
- Good communication and presentation skills
- Team-building, capacity building and training skills
- Language: Must be proficient in English and Bangla in both writing and speaking
- Excellent computer skill (Microsoft office: Word, Excel and Power point)

Competency: In Microsoft excel, word, Power Point and internet browsing for the basic communication.

Employment Status: Contractual, until 31st December, 2022 (renewable)

Job Location: Ukhiya, Cox's Bazar.

Apply procedure: If the candidates feel that their qualification, exposure and experience match 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 career.sarpv@gmail.com on or before the closing date. Please mention only the "Position Name" as the subject of the mail. Interview will take place in a shortest time after the application deadline. Only shortlisted candidates will be contacted for the further selection process.

Application deadline: 2nd January, 2022

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.