



## **Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV)**

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www.sarpv.org

### **Position Name: Nutrition Site Supervisor**

**Vacancy: 01**

**Job Context:** Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV) is a non-government, non-political, Bangladeshi organization providing humanitarian support to the Rohingya people at 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**” project.

### **Job Responsibilities:**

#### **Overall Objective:**

To ensure the smooth and proper running of the program through providing systematic and regular supportive supervision, monitoring and follow up of all activities at the field level through center staff and field staff & Volunteers.

#### **Assignment:**

- Develop and adapt necessary reporting formats and prepare a monitoring matrix for the program.
- Supervision of nutrition program activities in assigned Nutrition center.
- Provide all types of technical supports to the center level staffs.
- Assist the Program Manager for the overall management of the program.
- Perform any job related task assigned by program manager.
- S/He will spend 20% time at the field and 80% for center related work, training and meeting.

### **Key Job Responsibilities:**

#### **A) Screening, detection of SAM/MAM, malnourished PLW and referral mechanism:**

- Supervision and monitoring of full anthropometric assessment at center level and ensuring proper admission-discharge criteria being followed for all the children and PLW.
- Supervision and monitoring of referral mechanism and admission & discharge criteria being followed in
- Case any MAM/malnourished PLW detection.
- Supervision of referral of SAM/MAM or necessary cases to the attached OTP/TSFP/BSFP/IYCF/CMAMI points and ensuring their admission.
- Supervision, monitoring and follow up of all the activities at different points of the center and ensuring that they are running all the activities according to established protocols and standards given by WHO/UNHCR/WFP.

**B) Ensure SBCC component of the Nutrition Programme is in place:**

- Ensure the quality regular nutrition education session every day.
- Ensure cooking demonstration session for newly admitted beneficiaries.
- Ensure regular IYCF messaging in community.
- Ensure appropriate IEC materials used by Health Educators in the session.
- Ensure good quality of nutrition education session at the center by making dynamic plans of cascading efficient message and community level.

**C) Quality control of the Program:**

- Ensure the implementation and follow up of recommended protocols in the nutrition center.
- Ensure that any instant critical issue is taken care of from the technical point of view.
- Ensure and monitoring of Support Group Meeting regularly at field level.
- Ensure the hygiene maintenance in the center.
- Ensure proper crowd management and complain mechanism establishment.
- Ensure all the beneficiaries cards, monitoring cards are filled in properly.
- Ensure proper official etiquette management in the center.
- Ensure the medical checkup supervised by nurse is properly done according to the recommended protocol.
- Make sure every data and information related to beneficiaries are recorded and calculated properly.
- Ensure good collaboration with outreach supervisor for making the program more fruitful.

**D) Training of the staffs:**

- Prepare action plan on probationary period and ensure appraisal after probationary period.
- Identify the strengths and weaknesses of the staffs and build up the capacity of staffs.
- Identify the needs for training of different categories of staffs in the program and develop training module in collaboration with Program Management.
- Formal and on the job training of personnel in close collaboration with WFP, UNHCR.

**E) Report/Analysis:**

- Prepare monthly target and activities plan for thyself and other center staffs if necessary, Outreach Supervisor and Outreach Volunteers.
- Submission of daily admission and follow-up report and outreach reports to the program through onedrive.
- Prepare and submission of Monthly Statistical and all other analytical Report to the PM to compile within last date of the month.
- Support to the FD for collection and compilation of the stock reports (consumption, stock balance and request new supplies for food and non-food items for the Nutrition center.)
- Report any kind of problem to the PM.
- Make sure that daily, weekly and monthly record of beneficiaries (admissions, cured, defaulters, death, transfer, gain of weight, length of stay, etc.) is in place and staffs of nutrition program are able to fulfill the task efficiently.
- Ensure regular update of information board.

**F) Control:**

- Control and follow up of distribution and consumption of food products & medications in the center and ensure adequate supplies through LO and FD.
- Ensure adequate stock levels are maintained at the camp level warehouse.
- Check, control and ensure the attendance of nutrition staffs and respecting working hours.
- Check the appropriate use of nutrition equipment and materials in the center and identify the need for repair or replacement of them if they are out of order.

**G) Coordination and collaborations:**

- Work in close collaboration and coordination with UNHCR & WFP field staffs and give timely feedback on going activities through PM.
- Collaboration and coordination with respective CIC (Camp in Charge) office.
- Collaboration and coordination with other stakeholders at field level.
- Active participation to and supervision of the community mobilization and awareness sessions among the local population.
- Ensure monthly coordination meeting of SARPV field staffs at the Camp level.
- Attend weekly/biweekly/monthly meeting with PM regularly.

**H) Abiding by organizational and donor policies and humanitarian principles**

- The position 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.
- 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

**Educational Background**

- BSc in Nutrition

**Experiences & Other Skills:**

- At least 1-year experience in the field of CMAM program
- Ability to ensure coordination & negotiation with partners on the ground
- Technically sound on nutrition aspect
- 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:** Device operating, internet browsing for the basic communication.

**Employment Status:** Contractual, until 31<sup>st</sup> December, 2022 (Renewable)

**Job Location:** Ukhiya, Cox`s Bazar.

**Salary:** Negotiable

**Compensation & Other Benefit:**

- Two days weekly holiday ( Friday & Saturday)
- Mobile bill, internet bill, Travel bill as per Organization policy.

**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 by filling up the Google form link given below before the closing date. You have to give real and all information in the form. Interview session is expected to take place in a shortest time after the application deadline. Only shortlisted candidates will be contacted for the further selection process. Verification of Educational and professional experience certificates will be done after/during Interview.

**Google Form Link:** <https://forms.gle/836JE19U5xo5fJre6>

**Application deadline: 08 October 2022**