

Position: Health and Nutrition Officer

Environment and Rural development Center (ENRUDEC) has made a partnership with Helen Keller International to implement USAID Integrated Nutrition Activity in Banke district. USAID Integrated Nutrition's primary goal is to improve the nutrition status of women, adolescents, and children in Nepal's underserved and marginalized communities. The activity will tackle the direct and underlying determinants of malnutrition in Nepal while strengthening the national and local enabling environment to implement multisectoral nutrition programs through four synergistic intermediate results. Success will be measured by improvements in nutrition status indicators among women of reproductive age, adolescents, and children.

Position Overview

Under the direct supervision of the Executive Director/Program Coordinator and with technical guidance from the USAID Integrated Nutrition province/sub office, the Health and Nutrition Officer is responsible for providing technical support to the PNGO district team, Municipal Nutrition Officer, and local health stakeholders in planning, implementing, monitoring, evaluating, and advocating health and nutrition activities within the project. This position involves close collaboration with the Program Coordinator and Municipal Nutrition Officer to ensure effective linkage between community-level health and nutrition activities and the USAID-Integrated Nutrition component. The officer will also coordinate with the Health Office and local health sections to support the implementation of nutrition programs: micronutrient supplementation, Growth Monitoring & Promotion, IMAM program, Maternal Nutrition etc . The position is based in the PNGO district project office, with 50% field visits. The Health and Nutrition Officer reports directly to the Program Coordinator.

Key Responsibilities:

- Take a lead role in delivering USAID Integrated Nutrition Programs' Health and Nutrition components at the district level.
- Ensure high-quality implementation of community-level health and nutrition activities (e.g., BCC activities, FCHV/HMG, PHC/ORC, community events strengthening, nutrition training) in accordance with the approved DIP and government plans.
- Support the PNGO team in adhering to program guidelines, curriculums, and protocols for health services and community nutrition components, ensuring quality training, review meetings, and follow-up after trainings, orientations, and workshops at the district and community level.
- Facilitate communication, coordination, and collaboration with various stakeholders involved in nutrition activities, particularly with other donor-supported nutrition programs .
- Work closely with the Municipal Nutrition Officer to plan and organize training/ orientation events, review and reflection meeting of FCHVs, HFOMCs, palika level health workers monthly meeting etc .

- Coordinate with the Health Office, Local Level Health & Education Section, and other stakeholders to implement nutrition programs effectively.
- Provide regular reports to the Program Coordinator on nutrition activities, challenges, and progress.
- Ensure timely and accurate reporting of all relevant nutritional information to support the development of nutrition programs.
- Assist in compiling inputs for donor project reports, with support from relevant staff.
- Maintain proper filing systems and ensure the availability of all relevant technical materials at the field office.
- Perform other duties as assigned by the Program Coordinator.

Job Specifications (Minimum Requirements):

Education: Minimum bachelor's degree in public health, BSc Nursing, or a related field.

Work Experience: Minimum 2 years of experience with national or international agencies/institutions.

Skills:

- Experience in facilitating nutrition training and workshops.
- Strong computer skills, including proficiency in Microsoft Word, Excel, and PowerPoint.
- Competency in Nepali and English typing.

Skills:

- Capable of making decisions in dynamic environments with foresight on future needs. Willing to iterate strategies and correct courses as needed.
- Able to delegate responsibilities effectively and mentor staff.
- Ability to work with a diverse range of stakeholders, including implementers, government officials, and development partners.
- Proficiency in English and Nepali both in written and spoken. Proficiency in major local languages of the province is strongly preferred.
- Must have computer skill with updated on latest version on Microsoft Word, Excel and PowerPoint
- Must have a two-wheeler driving license and willingness to travel to remote project areas.

The Health and Nutrition Officer should demonstrate respect for all individuals regardless of religion, ethnicity, caste, class, or gender, with a high comfort level working in a diverse environment and a demonstrated commitment to high professional ethical standards and comply the ENRUDEC, Helen Keller and USAID rule and regulations.