



Nutrition Officer

Date: 5th May 2025

We are currently recruiting a Nutrition Officer position, directly reporting to Field Health Coordinator/Nutrition Technical Coordinator.

This position is based in Rakhine State and 60% travel to project areas.

At Relief International, we are committed to building a representative, inclusive and authentic workplace. We strongly encourage applications from candidates from minoritized backgrounds those who bring lived experience of the contexts in which we work.

We are proud to be a global recruiter, hiring people from around the world. We offer competitive salaries and benefit packages for all staff, that are applied fairly and transparently. This means we are unable to advertise the salary as it is dependent on the local job market of the staff member, we will inform shortlisted candidates of the salary range as part of the selection process.

About Relief International

Relief International (RI) works in 15 countries globally to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises, and chronic poverty.

Main purpose of the role

Under the direct supervision of the Field Health Coordinator and with the technical support of the Nutrition Technical Coordinator, the Nutrition Officer will serve as the primary point of contact for planning, implementing, monitoring, evaluating, and coordinating all nutrition-related project activities within townships; who will represent RI at township-level meetings involving nutrition-related stakeholders and local health actors, ensuring that all activities are executed to a high standard and within the specified timeframe by the program work plans.

Key Responsibilities

Accountability and Complexity

- Oversee the Outpatient Therapeutic Feeding Program (OTP) and Supplementary Feeding Program (SFP).
- Ensure proper medical and nutritional care of malnourished beneficiaries and early detection of emergencies following RI guidelines and SOPs
- Provide technical assistance and continuous monitoring for nutrition project-based staff and nutrition volunteers
- Develop and design training materials, IEC, and communication channels requiring creativity.
- Conduct data collection, data analysis, and data visualization in coordination with the MEAL department and Nutrition Technical Officer.
- Analyze strengths, weaknesses, opportunities, threats, challenges, and lessons learned to identify nutrition response options.
- Regularly check and analyze the Severe and Moderate Acute Malnutrition (SAM, MAM) database.
- Prepare weekly and monthly reports, PIP with updated achievement and budget utilization, and submit to the line manager.
- Conduct IYCF mother support group sessions, cooking demonstrations, male engagement, and maternal engagement sessions for caregivers of under-five children. IYCF one-to-one counseling, and focus group discussions.

- Establish and maintain good relationships with township and community level authorities, international agencies, camp leaders, and target communities, requiring sensitivity to political and cultural contexts.

Program Management

- Conduct a baseline and end line survey of the population in the implementation coverage area to make sure project implementation design and community feedback.
- Establish and strengthen the mother support groups, and community support groups in targeted areas.
- Conduct cooking demonstration sessions at the community level aim of improving knowledge and good practice.
- Data collection, data analysis, data visualization have to be conducted and coordinated with the MEAL department and Nutrition Technical Coordinator.
- Draw monthly work plan, annual work plan and submit to line manager in time.
- Analysis of strengths, weaknesses, opportunities, threats, challenges, and lessons learned to identify response options.
- Regular field visits to IDP camps have to be carried out and collect success stories, and share achievements and challenges within the team and regional health unit.
- Regular monitoring of the turnover rate of volunteers and checking volunteer records.
- Collaborate with mobile health teams to provide nutrition services in coverage areas.

Technical Support and Reporting

- Provide technical assistance for the nutrition project-based staff, volunteer, and continuous monitoring and assess the capacity of staff to ensure quality and effective implementation
- Develop and design training materials, IEC, and communication channels.
- Engage in alternative treatment intervention peanut jaggery preparation in targeted areas.
- Preparation of weekly report, monthly report, PIP with updated achievement and budget utilization, supplies utilization, and activities report to THD and (Nutrition information system) NIS report and submission to line manager in time.

General Tasks

- With the coordination support of Field health coordinator, township authorities, prepare and conduct nutrition-related meetings with Township Key Stakeholders, international agencies working on nutrition in Implementation Township, camp leaders, and target communities if required
- Develop communication mechanisms and schedules to ensure efficient and effective management of information and ensure open communication and coordination among colleagues
- To conduct regular staff meetings and any other assignments as may be requested by the supervisors

Behavior and conduct

- Ensures that behavior inside and outside of work promotes the values in RI's code of conduct and safeguarding policies
- Acts with integrity and holds themselves accountable for being respectful, inclusive and professional
- Reports any concerns

About You

You will bring the following experience and skills

Essential criteria

- University degree in one of the disciplines relevant to Medical, Nursing Care, Public/Community Health & Nutrition, Health Sciences, International Health & Nutrition, Family Health & Nutrition, Nutritional Epidemiology, Health & Nutrition Education, Health & Nutrition Promotion and Disease Prevention, Health Emergency Preparedness, or another relevant discipline (s).
- Experience working in the successful implementation of a nutrition program or a program with nutrition components, background/familiarity with community nutrition.
- Professional experience in a similar position preferably in an (I)NGOs
- Experience working with Technical Agencies and good knowledge of health systems and programs.
- A demonstrated track record of providing mentorship and supervision for strengthening healthcare services; training in quality improvement approaches
- Excellent analytical, communication, and report writing skills
- Computer literacy, particularly in the use of MS Word, Excel, and PowerPoint
- Ability to work under stressful conditions and working environment.
- Willingness to make frequent field trips in hard-to-reach area
- Comprehensible communication skills, both written and spoken English language.

Desirable criteria

- Strong technical and management experience in nutrition treatment intervention activities
- Ability to manage a community-based nutrition volunteer network at resource limited setting
- Sound knowledge of AAP and cross-cutting themes into nutrition project

Research shows that women and those from marginalized ethnic groups are less likely to apply to jobs, unless they meet every single requirement. If you're excited about this role, but your experience doesn't align with every criteria described, we encourage you to apply anyway, you could be exactly what we need!

How to apply : To apply for this post, click on the "[link](#)" button in the job advert page and send to hmmm@ri.org, quoting "Nutrition Officer, Rakhine State" in the subject line. **Closing date: 19th May 2025**

- You will be asked to upload a CV and Cover Letter.
- The cover letter should be at least one page; three references check person with current supervisor and explain why you are interested in this post with Relief International and how your skills and experience make you a good fit.

As a humanitarian organization, Relief International is committed to the safeguarding of all those we come into contact with through our work. We are committed to the core humanitarian principles regarding prevention of sexual exploitation and abuse. Relief International expects all staff and volunteers to share this commitment and uphold the values and behaviors outlined in the Code of Conduct.