



General information

Position Title: Nutrition Coordinator

Country: Central African Republic

Base: Bangui with regular travels to field locations

Duration: 6 months (extendable in line with expected further donor support in 2024)

Start Date: January 2024

Closing date of applications: 30th November 2023

Reporting to: Technical Programme Manager

Job requirements:

- Advanced university degree (or Master's degree) in nutrition (medicine or public health), or equivalent
- Proven experienced in Nutrition programme management in humanitarian crises context and experienced in maternal and child health.
- Experienced with NGO working environments and standard procedures
- Solid report writing skills
- Prior experience working in complicated security contexts will be an asset
- Solid team management and leadership skills
- Excellent communication skills
- Fluency in French.
- Proficiency in English (written and spoken) is required.

The Mentor Initiative is an equal opportunity employer and value diversity at its company. We ensure the constant non-discrimination throughout our recruitment process.

The Mentor Initiative applies a zero-tolerance approach to sexual exploitation, abuse, mistreatment or harassment, and other types of unethical behaviour including fraud.

The Mentor Initiative will contact previous employers of applicants to determine if they have any history of violating international standards and codes of conduct relating to such matters.

To apply, please send your CV, letter of motivation and details of three referees (including your most recent employer) to: recruitment@mentor-initiative.org

TERMS OF REFERENCE

Nutrition Coordinator

The MENTOR Initiative is one of the world's leading non-profit organisation dedicated to the control of malaria and other vector borne diseases in emergency settings, operating across countries in west, central, and eastern Africa, the Middle East and South America. The organisation directly delivers large scale disease control interventions to the most vulnerable communities caught up in emergencies, and in parallel, also works to build the technical and operational capacity of local and international partners on the ground, to incorporate medium- and long-term disease control systems into their operations and country strategy.

The MENTOR Initiative is looking for a highly motivated, dynamic and skilled person as its Nutrition Coordinator for its CAR programmes.

The Nutrition Coordinator defines, coordinates and monitors all nutritional activities in the different project areas, in accordance with Mentor Technical Management, MoH and WHO/UNICEF standards, and protocols, analysis of statistics and reports; in order to ensure a good care regarding nutritional issues within the target population. The Nutrition Coordinator manages all staff involved in the nutritional activities. The NAM works closely with other sector managers (WASH and Health) and reports to the Technical Programme Coordinator.

Tasks and responsibilities:

Coordination and Representation

- Collaborate with other sectors (WASH, Health) to ensure a broad approach in line with MENTOR's Programme framework principles and MENTOR's coordinated programmes.
- Work closely and coordinate with MENTOR logistics, finance, and grant staff to ensure timely and feedback programme activities and expenditures, including active participation in grant opening/closing and review meetings.
- Represent MENTOR to the UN, international and national NGOs, and the Ministry of Public Health and Population (MSPP) on nutrition forums.
- Represent MENTOR in the Nutrition Cluster or Sub-cluster.
- Work with the field coordinators to strengthen the relationships with local authorities in all project sites.
- Participate in budget management, including budget forecasting, development of spending plans and suggestions for vital adjustments as needed.

Technical Monitoring and Program Quality

- Prepare and maintain/update detailed work plan(s) that support and achieve the overall grant timeline and completion date.
- Provide technical supervision and technical support to nutrition programming activities at Health Facilities and Therapeutic Feeding Centres.
- Ensure that nutrition programmes apply standardized protocols, policies, and guidelines, as prescribed by the MSPP and WHO/UNICEF.
- Ensure that all nutrition activities are consistent with established standard methodologies unless necessarily deviant (research, pilot programming).
- In close collaboration with the MEAL coordinator(s), be responsible for the collection and timely reporting of data and statistics for programmes with national, internal, and donor's requirements.
- Ensure appropriate analysis, follow-up and decision-making on data relevant to MENTOR nutrition programmes.
- Ensure all partners, including MENTOR, MSPP and donors are provided with updates, following the established reporting structures.

- Capture lessons learned from monitoring and evaluations, document success stories, identify standard methodologies and ensure their continuity.

Data Reporting & Analysis

- Actively participate in drafting of quality and timely internal and external reports.
- Ensure analysis of data for a better understanding of the nutritional situation.

Program Development

- Participate in programme development opportunities.
- Lead in the assessment exercises as a basis for nutrition programme development.
- Participate in development of project proposals including working on the logical frameworks with appropriate, realistic, and measurable indicators for MENTOR nutrition activities.

Human Resources

- Recruit and lead staff as necessary, according to the MENTOR recruitment guidelines.
- Ensure annual performance review for the employees under his/her supervision.
- Ensure the ongoing capacity building of national health staff, supportive supervision and individual development plans.
- Ensure appropriate support by mentoring through regular field visits.