



U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT NUMBER – **2017-33**

OPEN TO: **All Bangladeshi Interested Candidates/All Sources**

POSITION: **Nutrition Specialist**

OPENING DATE: **June 05, 2017**

CLOSING DATE: **June 28, 2017** (before 4:30 p.m.)

WORK HOURS: Full-time; **40 Hours/5** days per week

SALARY: **FSN-11** (Salary approx. Tk. 196,500 per month)

Depending on qualifications and experience, Incumbent may be hired at a trainee grade (lower than the position grade)

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of **Nutrition Specialist** in the Office of Population, Health, Nutrition and Education (OPHNE).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.



BASIC FUNCTION:

The Nutrition Specialist provides technical expertise and management leadership to strengthen the quality and effectiveness of USAID/Bangladesh's nutrition programs, including integration of nutrition with maternal and child health (MCH) activities. The Nutrition Specialist serves in the OPHNE and provides policy, technical, programming and budgetary guidance to the Office and the Mission as a whole on clinical and community-based nutrition activities. S/he serves as a liaison between the OPHNE, USAID's Economic Growth Office, Office of Food, Disaster, and Humanitarian Assistance, Government of Bangladesh (GOB), and other donors on jointly supported nutrition programs. The incumbent provides across-the-board expert advice on the design, implementation, monitoring and evaluation of nutrition activities. The Nutrition Specialist will engage in senior level communications with the GOB concerning policy, strategy, preparedness, and budgetary requirements and decentralized management for combating under-nutrition. The incumbent works with counterparts in the key ministries involved in nutrition, including Ministry of Agriculture, Ministry of Livestock and Fisheries, Ministry of Food and Ministry of Health and Family Welfare, and with provincial government, district/local governments, major faith-based organizations, local and international NGOs, Bangladeshi Universities, and Bangladeshi research institutes.

USAID's complex nutrition program is comprised of an integrated package of multiple projects, including surveillance, private sector engagement, homestead food production, behavior change communication (interpersonal to mass media), social mobilization at the community/village level, and high level policy and advocacy. The activities are implemented through a variety of grants, cooperatives agreements, field support mechanisms, and alliances with the private sector. The incumbent will provide technical and management oversight for these activities and will liaise with other USG and other donor supported programs in Bangladesh. The incumbent may be delegated the maximum range of program, personnel, and administrative management responsibilities allowable under Agency policy.

MAJOR DUTIES AND RESPONSIBILITIES:

Program Management

(60%)

- The Nutrition Specialist manages activities to combat under-nutrition, primarily activities within the health and agriculture sectors, to achieve public health impact. The Nutrition Specialist is responsible for designing, reviewing and implementing acquisition and assistance proposals related to nutrition. The incumbent plays a principal role in the formulation, adoption, and application of nutrition and food security policies and technical guidelines, based on state-of-the-art knowledge and program experience, within USAID-supported activities to achieve USG objectives in Bangladesh.



- The Nutrition Specialist will serve as AOR/COR and/or activity manager for nutrition programs. The Specialist will ensure the effective management of nutrition related activities in Bangladesh, maintaining close contact with personnel from the technical assistance contractor/grantees, and all implementing agents related to nutrition as necessary in Dhaka and field locations. S/he will require strong attention to detail to ensure good program management, including directing development of detailed annual work plans and budgets, overseeing implementation of activities, and monitoring results/outcomes of the programs.
- S/he is responsible for preparing documentation related to contract financing and amendments for nutrition related activities for both institutional contractors and grantees, in collaboration with the other program managers. S/he supports the design of new activities, with primary responsibility for nutrition activities, and ensures that new interventions are consistent with other programs under DO3 Health Status Improved, the results framework, and the mission performance monitoring plan.
- The Nutrition Specialist is responsible for establishing an effective liaison between the USAID nutrition program and other programs within the Health Status Improved DO, Food Security Improved DO, USAID/Washington Nutrition Division, other relevant offices in USAID/Washington, the Embassy officials responsible for agriculture and nutrition, and other USG agencies with nutrition programs in Bangladesh.

Program Analysis and Portfolio Guidance (20%)

- The Nutrition Specialist interprets GOB policies, institutional issues and program priorities affecting the direction and implementation of the nutrition program and formulates, negotiates, and implements required actions within the Bangladesh milieu, with primary responsibility for the nutrition sector.
- The Nutrition Specialist is a senior advisor on critical policy issues with senior ministerial officials who formulate national policies and track progress toward achieving the national goals in health and nutrition, particularly with regard to the health and agriculture sectors. S/he will actively lead the formulation of nutrition-related agriculture, food security, and related development policies and programs that support reduction of poverty, food insecurity, and malnutrition in women (reproductive age, pregnant, and lactating) and children. S/he also serves as a key contact to the USAID/Washington Nutrition Division for advice and technical input on policy, strategy, planning, and M&E issues as they relate to nutrition.
- The Nutrition Specialist develops and maintains strong working relationships with senior and program level GOB counterparts supporting local and national



policy formulation and action plans on nutrition (e.g. Ministry of Agriculture, Ministry of Livestock and Fisheries, Ministry of Health and Family Welfare, Ministry of Food, etc.). The Nutrition Specialist analyzes information from these and other sources and determines major implications of evolving GOB policies and program decisions for nutrition program development and performance.

- The Nutrition Specialist regularly assesses opportunities and obstacles which are affecting the institutional sustainability of nutrition activities, identifies and monitors remedial actions, and conceptualizes and develops scopes of work for activity development, evaluations, and special studies that ensure that sustainability issues are clearly addressed.
- The Nutrition Specialist directly undertakes negotiations with GOB decision-makers on issues affecting program performance, implementation of evaluation/audit recommendations, impact and sustainability issues, or other program matters.
- The Nutrition Specialist develops and maintains contacts with other donor agencies working in nutrition (World Bank, UNICEF, WHO, FAO, CIDA, WFP, DFID, EU, etc.); private sector and NGO representatives, and will be expected to participate in and lead Government and Development Partner technical advisory groups and working groups.

Program Performance Assessment and Reporting (20%)

- The Nutrition Specialist manages the nutrition program, assesses performance and ensures compliance with USAID monitoring and reporting systems. The Nutrition Specialist will have primary responsibility for collecting M&E and financial data for nutrition sector activities, and then ensures that all data is reported on a timely basis both for regularly scheduled reporting systems and for special requests. The Nutrition Specialist ensures that current information is available on implementation status, issues, and objective achievements including internal USAID/Bangladesh reporting, USAID/Washington reporting, and other special reporting and documentation requirements.
- The Nutrition Specialist employs a monitoring system for contracts, cooperative agreements and grants under his/her management authority and ensures timely action on critical documentation and follow-up requirements, e.g. waivers, accruals, memoranda of understanding, audit and evaluation recommendations, and all documents required by the Mission, USAID/Washington, and U.S. Government.
- The Nutrition Specialist provides issue-oriented briefings and presentations on nutrition program objectives, accomplishments and development impacts to GOB



representatives, NGOs, private groups, donors and other external audiences, as required.

- In carrying out the various Development Objectives and program functions described above, the Nutrition Specialist will work closely with appropriate OPHNE and Office of Economic Growth, and Office of Food, Disaster and Humanitarian Assistance, Team Members and staff responsible for individual activity direction, implementation and support, and with appropriate staff from other Mission and GOB offices. In exercising the administrative management and oversight responsibilities, the Nutrition Specialist must frequently exercise independent judgment based on an understanding of USAID policies and management guidelines, arriving at adaptations and courses of action consistent with the most current policies and guidelines.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. Education:** The Nutrition Specialist must have a Master's degree from an accredited university in a field related to nutrition, epidemiology, public health, or other relevant discipline. *(You must attach a copy of your Master's degree & specialized training certificate along with your application form.)*
- 2. Experience:** The Nutrition Specialist must have more than seven years of progressively responsible, professional experience in project design, management and implementation in the fields of nutrition, public health, or other relevant discipline. The Nutrition Specialist should also have at least five years of experience working in the development context. Work history reflecting hands-on experience in local institutions, community development, and/or behavior change communication would be added advantage.
- 3. Knowledge:** The Nutrition Specialist must have sound knowledge of the concepts, principles, techniques, and practices of maternal and child health, community based programming, and development assistance. The incumbent should possess knowledge of GOB policies and policy reform in one or more of the following areas: nutrition, agriculture, rural development, public health, local institutional development involving public-private partnerships, and of related laws, regulations and procedures. It will be beneficial if the incumbent also understands donor procedures and regulations, and/or community and individual level behavior change.
- 4. Skills and Abilities:** : The incumbent is required to be able to:



- Obtain, analyze, and evaluate a variety of data;
- Demonstrate critical thinking skills about programmatic needs, quality of programs and activities, and make well-reasoned recommendations;
- Demonstrate attention to detail to plan, manage and evaluate complex programs independently and as part of a team;
- Organize and present technical information in concise written and oral form in both English and Bangla;
- Furnish information and advice in assigned areas objectively;
- Follow oral instructions and organize, prioritize and follow through on all assignments with minimal oversight;
- Type accurately;
- Edit documents,
- Focus on details; and
- Demonstrate proficiency in word processing, spreadsheets, databases and other computer applications (i.e. Microsoft office, excel, PowerPoint, etc.).

The incumbent must also have the ability to establish and maintain contacts at all levels of the GOB (i.e. from the community level to the Ministerial level) and with stakeholders in the non-governmental arena in order to explain USAID policies, objectives and procedures. In the same vein, the incumbent must be able to transmit and interpret GOB and non-governmental sector program-related concerns to USAID/Washington and the OPHNE Team. The incumbent must also have demonstrated potential to acquire knowledge of U.S. Government legislation relating to humanitarian and development assistance; USAID programming policies, regulations, procedures, and documentation; and a thorough understanding of the objectives, methodology, and status of the Mission's overall Development Objectives and Goals. The incumbent must also have excellent interpersonal skills in order to:

- Facilitate productive professional relationships with other members of the USAID team, with USAID/Bangladesh's implementing partners, and with national counterparts;
- Work tactfully and effectively under pressure;
- Demonstrate extreme flexibility;
- Effectively manage more than one activity at a time; and
- Work effectively as a team member in an established culturally diverse Mission team environment.

The incumbent must be willing and able to travel extensively throughout Bangladesh as/when necessary or requested in direct support of USAID/Bangladesh and program objectives and goals. The incumbent must be able and willing to work additional hours beyond the established 40-hour work week and outside the established Sunday-Thursday work week as may be required or necessary. The incumbent must be a self-starter and work well in a team..



- 5. Language:** Level 4 (Fluent) Speaking/Reading/Writing of Bangla and English is required. English language proficiency will be tested.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. The candidate must be able to obtain and hold a local security certification.

NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period. Current employees recently promoted/reassigned to a new position must have approval from a supervisor to apply.

3. Current employees serving a probation period are not eligible to apply.

HOW TO APPLY: Applicants must submit the following documents either by regular mail (postal service) or deliver by hand to the South barrier of the U.S. Embassy to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Filled up application form. The application forms are available on our website <http://www.usaid.gov/bangladesh/work-with-us/careers>; and in the below link:

[Application Form AID-302-3](#)

2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

All Bangladeshi applicants must complete the application form and must attach the following documents; if you do not attach the below mentioned documents, your application will be considered incomplete and will not be processed further:

- I) A passport size photograph (taken within six months), and;**
- II) A copy of Passport or Voter ID or Driver's License, and;**
- III) A copy of educational or trade school certificate as required.**

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.



WHERE TO APPLY:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief. Women and members of disadvantaged groups are encouraged to apply.

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