

## VACANCY ANNOUNCEMENT

Established in 1968, Concern is a non-profit, non-governmental humanitarian organisation, dedicated to the reduction of suffering and the ultimate elimination of extreme poverty in the world's poorest countries.

Concern's vision, our mission and our work are all defined by one goal – ending extreme poverty, whatever it takes. Concern strives for a world free from poverty, fear and oppression. Our culture is values driven and we believe that our people are central to all that we do and are key to delivering on our goal of Reaching the Furthest behind First. We are committed to ensuring a workplace where everybody feels valued and are enabled to succeed in their work and contribute to delivering on our mission.

<b>Title of the Position:</b>	<b>Programme Officer- Nutrition</b>
<b>Number of Positions:</b>	1 (One)
<b>Monthly Gross Salary:</b>	<b>BDT 88.669/-</b>
<b>Type of Contract:</b>	Fixed term Contract for 01 year
<b>Standard benefits as per organizational policy:</b>	Festival allowance (02), Baisakhi allowance, provident fund, Gratuity, Group Life and Hospitalisation Insurance coverages, OPD coverage, Mobile ceiling and other admissible benefits as per organisational policy.
<b>Duty Station:</b>	Cox's Bazar, Bangladesh

**Role Purpose:** The Programme Officer - Nutrition will support the effective implementation, monitoring, and quality assurance of nutrition programmes under Concern's Rohingya Refugee Response in Cox's Bazar through partner-led implementation. The role will support strengthening partner capacity, ensuring adherence to national and sectoral standards, and maintaining programme quality through regular monitoring, supervision, and technical support. The Programme Officer will work closely with both Concern and partner organisation programme team, MEAL, Supply Chain, and other relevant teams to ensure timely and high-quality delivery of nutrition services in line with the Joint Response Plan (JRP), Nutrition Sector guidelines, and Concern standards.

### Main duties & responsibilities:

#### Programme Monitoring, Quality Assurance, and Technical Support

- Support implementation of nutrition interventions (CMAM, MIYCN, MAMI, outreach, prevention) through partner organisations in line with national and sector protocols.
- Conduct regular field monitoring visits to ensure service quality, adherence to guidelines, and client-centred approaches.
- Identify implementation gaps and provide actionable recommendations to improve programme performance.
- Support integration of nutrition services within primary healthcare platforms to enhance continuity of care and reduce missed opportunities.
- Assist in supportive supervision, technical assessments, and follow-up of agreed action plans.

#### Partnership Management and Capacity Strengthening

- Provide day-to-day technical support to partner staff to ensure compliance with programme standards and quality benchmarks.
- Contribute to partner capacity assessments and support implementation of capacity strengthening plans.
- Facilitate on-the-job coaching, mentoring, and technical guidance for frontline workers.
- Promote localisation principles through collaborative planning, joint monitoring, and shared accountability.

#### Programme Management

- Support the development and tracking of detailed implementation plans, workplans, and activity schedules.
- Monitor progress against targets, indicators, and budgets, and flag delays or risks to the Programme Coordinator.
- Coordinate with Supply Chain and partner teams to ensure timely availability of programme inputs and supplies.
- Contribute to risk identification and mitigation related to programme delivery.

#### Reporting and Documentation

- Support partners in maintaining standard records, registers, and documentation as per programme requirements.
- Support routine data review and validation to ensure accuracy, consistency, and use of data for decision-making.
- Assist in compiling high-quality internal and donor reports, integrating field insights and performance analysis.
- Review partner reports for completeness, quality, and alignment with reporting requirements.
- Collaborate with MEAL to document lessons learned, best practices, and innovations.

#### Coordination and Representation

- Participate in coordination meetings, technical working groups, and review forums as required.
- Support engagement with stakeholders including partners, sector agencies, and local authorities in coordination with the Programme Coordinator.
- Contribute to effective communication and information sharing across teams and partners.

#### Compliance, Safeguarding, and Accountability to the Affected Population (AAP)

- Ensure compliance with Concern's safeguarding, PSEA, equality, and accountability standards in all activities.
- Promote accountability to affected populations by ensuring transparency and community engagement in programme delivery
- Promote inclusion and equality-sensitive approaches in community-based adaptation interventions.
- Support adherence to the Core Humanitarian Standards (CHS) across all assigned responsibilities.
- Support relevant colleagues and partner staff to ensure that the Feedback, Complaints and Response Mechanism (FCRM) is functional and accessible, that feedback and complaints are welcomed and addressed
- Upholding and promoting Concern's values, including workplace equality, diversity, and inclusion values.
- Participate and contribute as necessary towards Concern's emergency response as and when required.

#### Key requirements:

- Bachelor's degree in nutrition
- Minimum 3-4 years of relevant experience in community-based nutrition programmes with a strong focus on technical knowledge of CMAM, MIYCN, MAMI, and nutrition prevention services.
- Prior working experience in the Rohingya Refugee Response will be added advantage
- Strong analytical, monitoring, and reporting skills.
- Excellent oral and written communication skills in English and Bangla.
- Proficiency in MS Office applications.
- Pro-active with an ability to think analytically, identifying opportunities and mechanisms to broaden programming.
- Results oriented.
- Excellent planning and organisational skills.
- Ability to problem solve and good decision-making skills.
- Ability to work in challenging environments and under strict deadlines.

#### Competencies:

Candidates are expected to demonstrate abilities in the following priority competency areas:

Managing Yourself	Planning and decision-making
Individual leadership	Creativity and innovation
Communication and working with others	Influence, advocacy and networking
Delivering results	Change

We encourage all eligible candidates, irrespective of gender, ethnicity or origin, disability, political beliefs, religious beliefs, sexual orientation, or socio-economic status to apply to become a part of the organisation. Concern is against all forms of discrimination and unequal power relations and is committed to promoting equality.

**Job Description:** [Click here to download](#)

**Job Application Form:** [Click here to download](#)

If you feel that your qualification and experience match our requirements, and you have a shared commitment to Concern's values, please email the completed **Job Application Form** with **photograph, National ID, TIN and all Educational Certificates** to [recruitment.bgd@concern.net](mailto:recruitment.bgd@concern.net).

Please mark the position applied in the email subject line.

**Closing Date of Application: 26 April 2026**

**Notice: Due to the urgent requirement to fill in the position, we will review applications on a rolling basis within the mentioned period. If you consider yourself suitable, please apply at your earliest convenience**

If you have any concerns about our recruitment process and need particular assistance - for example if you have a disability e.g. a hearing impairment - please let us know and we will do our best to respond

#### Safeguarding at Concern: Code of Conduct and its Associated Policies

Concern has an organisational Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the safeguarding and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including criminal background checking.

During this job application, you will provide Concern with your personal data. Concern takes its responsibilities towards this personal data very seriously and is committed to complying with all relevant data protection legislation.