



JOB DESCRIPTION

1. Job Title: Officer- Nutrition Promotion

2. Name of Incumbent and Grade:

3. Department: ESIC-HLFPPT, Sankalp Project- Karnataka

4. Reports To – Manager Outreach

5. Immediate Level Sub Ordinates: Info kiosk counselors, WPI team and NGO staff

6. Objectives of the Job (summary of the position)

The Nutrition Promotion Officer is responsible for identifying nutritional needs in the various segments of the project, particularly with U/5 Children and Pregnant and Lactating mothers, design and implements the nutritional promotion strategy within the project. The position shall also coordinate with other activities within the project and develop appropriate communication material.

The Nutrition Promotion Officer is responsible for implementing Nutrition Promotion and prevention of malnutrition through the information kiosk, Partner NGOs, and community and Industries. He/She should provide support to all the project staff, Partners and community in developing appropriate communications in preventing malnutrition among U/5 children and promote nutritional status and foster behavior change in the target population. He/She shall liaise with local institutions, NGOs, and government departments in providing nutrition supplement to children U/5 and pregnant and lactating mothers. .

7. Principal Duties and responsibilities

Area of Responsibility	Critical Tasks
1. Identifying, Designing and implementation of activities for prevention of malnutrition and promotion of nutrition.	<ul style="list-style-type: none">• Assess the status of malnutrition among the U/5 children and Pregnant and Lactating mothers within project area and design necessary action plan and assist the communication officer in designing communication material.• The Nutrition Promotion officer shall have innovative ideas to rollout the nutrition promotion and prevention in coordination with NGOs, industries and govt. agencies.

2. Capacity Building	<ul style="list-style-type: none"> Organizing inter-departmental workshops, training of key nodal officers for nutrition promotion and prevention of malnutrition
3. Implementation	<ul style="list-style-type: none"> Contribute to the development and implementation of BCC strategies, growth monitoring, nutrition demonstration and referral for nutrition supplementation to different target groups Ensure the effective implementation of the plans, monitor the same with a constructive feed back to functional heads in the projects and Partner NGOs Be responsible for utilization of communication aids, tools at field level, monitor the impact level and design the changes as per progress of the project implementation. Identify, suggest and assist to implement local level community events, events in industries among various targets groups.
4. Linkages	<ul style="list-style-type: none"> Establish Linkages with the service centers run through GO/NGOs/private sector and public sector.
5. Social Mobilization	<ul style="list-style-type: none"> Identify Faith Based organizations, civil society networks, NGOs working in health and outside health sector, Self Help groups in mobilizing support to the project.
6. Innovations	<ul style="list-style-type: none"> The officer shall develop innovative strategy for promotion of nutrition and prevention of malnutrition and share the same with the reporting officer and team. They shall also involve necessary departments for smooth rolling out

8. Authority Limits

To oversee the nutrition related budget and expenditure

9. Reporting Requirements

- (i) Monthly Program Update.
- (ii) Quarterly Report
- (iii) Annual Report.

10. Key Evaluation Parameters for Performance Appraisal

- Quality delivery of nutrition promotion and prevention programmes
- Nutrition demonstrations events conducted
- Support extended for training needs
- No of needy target group referred for nutrition supplementation
- To the extent the correction of malnutrition addressed.

11. Qualification and work experience

- Post Graduation in Nutrition and dietetics or Home Science from reputed institutions
- Should have at least 4-5 years work experience in the health and development sector of which a minimum of two or three years in the position specific field.
- Experience in the area of nutrition promotion and addressing malnutrition and handling partnership with Government would be preferred.
- Experience of 4-5 years of development sector with at least 2-3 years in nutrition related activities.

12. Competency

- Coordination and liaisoning skills, Community Mobilization skills
- Good oral and written communication skills (English, Kannada, Telugu and Tamil)
- Proficiency in computers.
- Excellent Knowledge nutrition related issues / ICDS programme
- Independence and initiative
- High level of integrity
- Ability to cooperate with others and work in a participatory manner to achieve established goals

13. Terms of employment: The position will be on contract for one year and will be paid in the range of Rs. 3,00,000-3, 60,000 per annum CTC.

Please Note: The interested candidates should send their detailed application along with CV within seven days after publication of this advertisement to:

Deputy Manager HR (Recruitment)

Hindustan Latex Family Planning Promotion Trust
B-14 A, Sector 62,
NOIDA, UP – 201301

Or E-mail at careers@hlfppt.org mentioning “**Application for the post of Officer- Nutrition Promotion – Sankalp Karnataka**” in the subject line of E-mail or on the top of the envelop if sent by post.