

## Job Announcement

### Program Officer Vitamin A Supplementation

### Job Description

#### Background :

Established in 1915 with Helen Keller as a founding trustee, Helen Keller International works to save the sight and lives of the most vulnerable and disadvantaged. Headquartered in New York City, Helen Keller Intl currently conducts programs in 20 countries in Africa and Asia as well as in the United States. Helen Keller Intl is known for sustainability, reliability, efficiency, and the highest level of technical expertise in fighting and treating blindness and malnutrition.

#### Scope of the Position:

Helen Keller Intl – Tanzania is implementing a Vitamin A supplementation (VAS) program to support district-level teams to effectively implement VAS program. Helen Keller Intl is seeking for a program officer to support field operations in Mara region.

<b>Position Title:</b>	Program Officer VAS
<b>Department:</b>	Nutrition
<b>Duty Station:</b>	Mara
<b>Reports to:</b>	Nutrition Lead
<b>Duration:</b>	1 year (with potential extension)

#### Key Responsibilities:

- Implement all VAS related activities including but not limited to training, social mobilization, supportive supervision, follow ups, procuring supplies, and facilitate joint planning with regional and district teams.
- Facilitate ongoing data collection, entry, and analysis to inform progress and corrective measures as needed. Ensure decision makers both the Regional and district authorities together with Helen Keller Intl are informed of the progress.
- Serve as liaison to ensure strong planning and communication between Regional Health Management Teams, Helen Keller Intl staff, and district authorities.
- Compose field activity plans and reports, monthly and quarterly updates, meeting minutes, fund reconciliations, PowerPoint presentations, Excel statistical and narrative donor reports, and other required documentation as required by Helen Keller Intl.
- Collaborate with regional teams to organize planning meetings and supportive supervision
- Prepare PPT and present during meetings.
- Work with Helen Keller Intl, and other partners to identify challenges limiting implementation of VAS program and identify solutions to address those.
- Perform any other duties as directed by a supervisor.

## Desired Qualifications and Experience

- Must possess a degree in Nutrition, public health nutrition, or other related disciplines
- A minimum of 3 years of work experience in field-based nutrition work in rural Tanzania.
- Should be willing to live and work full-time in Mara, with frequent visits to remote districts and villages.
- Experience organizing trainings at grass root, and working with community leaders in strong cultured setting is desired
- Experience working with Community Health Workers (CHWs) and Local Government Authorities (LGAs) will be a significant added advantage.
- Technical skills in nutrition and VAS program are strongly preferred.
- Demonstration of strong program planning, organizational, and communication skills.
- A team player with experience leading heterogeneous teams to obtain desired results
- Must be competent in Microsoft packages (Excel, Word, etc.) and in use of email.
- Must be a Tanzanian national, fluent in Kiswahili and a working knowledge of English.
- Should be a strategic thinker, who possesses strong critical thinking, problem solving, and analytical skills.
- Demonstrate experience to multitask and work with tight deadlines in resource limited setting is desired
- Basic knowledge on budget development and monitoring is desired

## To Apply:

Qualified candidates should submit a cover letter and current CV to [Tz.recruitment@hki.org](mailto:Tz.recruitment@hki.org), noting the specific job title in the subject line. Applicants should clearly describe their field-based nutrition work experience in their cover letter. Applications will be accepted until **December 31<sup>st</sup>, 2022**.

## HELEN KELLER INTL:

- **DOES NOT** CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, TEST, INTERVIEW, MEETING, PROCESSING, OR TRAINING)
- **DOES NOT** ASK FOR INFORMATION ON APPLICANTS' BANK ACCOUNTS
- **DOES NOT** RECRUIT THROUGH ANY RECRUITMENT AGENCY

***Helen Keller is dedicated to building an inclusive workforce  
where diversity of all types is fully valued***

- *All qualified applicants will receive consideration for employment without regard to ethnicity, race, caste, color, religion, sex, national origin, age, disability, or any other characteristic that has no bearing on the ability to perform the required job duties.*
- *We are committed to providing reasonable accommodation to individuals with disabilities.*
- *If you are a qualified individual with a disability and need to request an accommodation during the application or interview process, please contact us at the email above.*