

Helen Keller Intl Nepal Job Description

Field Officer, Nutrition for Life

(Saptari – 1, Siraha – 1, Sarlahi – 1, Banke & Bardiya – 1)

Guided by the remarkable legacy of its co-founder, Helen Keller partners with communities striving to overcome long standing cycles of poverty. By delivering the essential building blocks of good health, sound nutrition and clear vision, we help millions of people create lasting changes in their own lives. Working in 20 countries – across Africa, Asia, Europe, and the United States – and together with a global community of supporters, we are ensuring every person has the opportunity – as Helen did – to reach their true potential.

Background

The Lifesaving Nutrition for Life project aims to protect vulnerable women and children in five high-burden districts in Nepal – Banke, Bardiya of Lumbini and Siraha, Saptari and Sarlahi of Madhesh. The program will deliver essential health and nutrition services—including screening and treatment for acute malnutrition, maternal and newborn nutrition support, and vitamin A supplementation—while strengthening the skills of health workers, community volunteers, and local health facilities. By reaching children under five, pregnant women, and high-risk infants, the project seeks to prevent a worsening child survival crisis and safeguard families from malnutrition and mortality.

Position Overview

The Field Officer will work closely with the implementing partner at the district level to ensure that all planned activities are executed in alignment with Helen Keller's standards, maintaining both quality and timeliness. The Field Officer will also be responsible for coordinating with government authorities and other key stakeholders to facilitate smooth implementation and promote local leadership and ownership of the program.

Functional Relationships

Under the direct supervision of the Province Manager, the Field Officer will be responsible for the technical assistance to the implementing partners and the coordination at district and local level. This role requires subject-matter expertise, along with strong coordination, networking, representation, and communication skills.

Reports to: Province Manager, Helen Keller

Dotted Line Reporting: Program Director, Monitoring & Evaluation Manager, Helen Keller

Collaboration with:

- Internal: All Staffs
- External: Governmental and non-governmental agencies at the province, districts, and local levels, Implementation partner, and stakeholders

Key Responsibilities:

- Provide technical support to partner NGOs and health institutions to implement project activities.
- Provide administrative support to the Project Coordinator and team of the partner NGOs and assist in the overall management of the project activities.
- Provide technical assistance to help with program planning, scheduling, and documentation, ensuring that program activities are well-organized and executed.
- Facilitate communication among program stakeholders, including team members, partners, and external parties. They schedule and coordinate meetings, prepare agendas, and ensure that relevant information is shared in a timely manner.
- Assists on preparing program reports, compilation, and communication of program status to Province Manager.
- Communicate with implementing partner on implementation modality, quality and timely delivery of program.
- Coordinate with program team members and provide support as needed.
- Provide training and capacity building to partners and local stakeholders to execute project activities.
- Collaborate closely with implementing partners to ensure effective mobilization of the Program Coordinator, Data Management Officer, and Nutrition Facilitators at the field level.
- Experience using Excel, Word, and Power Point and other applicable software.
- Demonstrable respect for all people regardless of religion, ethnicity, class, or gender, with a high comfort level working in a diverse environment with a demonstrated commitment to high professional ethical standards.

Qualifications and Competencies:

- **Educational Degree:**
 - ✓ Bachelor's degree or higher in public health, nutrition, nursing or any health-related field
- **Experiences and other competencies:**
 - ✓ Minimum 3 years of experience in nutrition/health sectors at district level especially in the management of acute malnutrition
 - ✓ Prior work experiences in respective district, province will be given priority
 - ✓ Experience working with local levels of government.
 - ✓ NGO partner mobilization and community mobilization
 - ✓ Good Nepali and English communication skills (oral and written)
 - ✓ Priority will be given to the person from the respective district and Province

Fairness, Belonging and Zero Tolerance to Abuse

As a member of the Helen Keller family, each employee is expected to:

- Help to develop and maintain an environment that welcomes and develops a multicultural workforce with varied lived experiences and identities.

- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Helen Keller family, stakeholders in general, and particularly for the communities we serve.
- Follow Helen Keller Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values

To Apply

Qualified candidates should submit a **cover letter and resume** for the interested position to Nepal.Recruitment@hki.org, clearly mentioning the interested **Position Title & Location** in the **subject line** of the email. The deadline for applying is **October 17, 2025**.

In the spirit of the extraordinary ability and vision of our founder, Helen Keller fosters an environment of fairness and belonging for our workforce.

Helen Keller is an Equal Opportunity Employer. We are committed to the principles of equal employment opportunity for all employees and applicants for employment.