

Helen Keller Intl Nepal Job Description

Province Manager, Nutrition for Life Madhesh

Guided by the remarkable legacy of its co-founder, Helen Keller International 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, Siraha, Saptari and Sarlahi. 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 Province Manager will be responsible for the overall coordination, implementation, monitoring, and reporting of activities under the Nutrition for Life project in Madhesh Province. Serving as the primary liaison among the Province Policy and Planning Commission, Province Health Director (PHD), Health Offices, municipalities, local stakeholders, the Implementation Partner, and the central project team, the Manager will ensure the timely and quality delivery of planned interventions.

In addition to provincial responsibilities, the Manager will provide technical support to implementing partners. This role requires close collaboration with the PHD, Province Health Logistic Management Center, relevant government agencies, and development partners to enhance coordination, optimize resource utilization, minimize duplication, and foster synergies for improved maternal and newborn health outcomes.

Functional Relationships

Under the direct supervision of the Program Director, the Manager will be responsible for managing the Nutrition for Life project in three districts of Madhesh. This role requires subject-matter expertise, along with strong coordination, networking, representation, and communication skills.

Direct Line Supervision: Program Director

Collaboration with:

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

Key Responsibilities:**Program Planning and Implementation**

- Provide technical support to the implementing partners in planning and implementation of project activities at the district and local levels in alignment with the Nutrition for Life project framework.
- Ensure quality assurance in the delivery of training, screening, counseling, referral, treatment and follow-up services.
- Facilitate coordination meetings, review meetings, and orientations to strengthen implementation and stakeholder alignment.

Technical Support and Capacity Building

- Provide technical guidance for the capacity building of health workers and FCHVs on new IMAM guideline.
- Support implementing partners in organizing orientation, training, and capacity-building activities for Nutrition Facilitators.

Coordination and Networking

- Serve as the provincial focal point and provide technical support as per need, represent meetings, technical working groups, and forums at provincial and district levels.
- Strengthening collaboration with the Health Office, local levels, health facilities, and other relevant stakeholders to enhance resources mobilization and project implementation.

Monitoring, Evaluation, and Reporting

- Provide technical assistance for tracking project indicators, ensuring data quality, and supporting timely reporting.
- Support documentation and dissemination of success stories, case studies, lessons learned, and challenges to inform adaptive management.
- Conduct regular field visits with the implementing partners to assess implementation quality and provide technical feedback.

Communication and Documentation

- Provide technical support to ensure project visibility in coordination with local governments and partner agencies.
- Strengthen knowledge management and support the effective use of IEC/BCC materials related to IMAM and other nutrition interventions at the community level.
- Provide technical guidance for district and local level to improve service access, quality service delivery, timely supply of commodities and the service utilization.

Representation

Represent Helen Keller at the provincial and district level, maintaining strategic relationships with stakeholders, including external development partners.

Qualifications and Competencies:

- Master's degree in Public Health, Nutrition, Nursing or health related field and minimum 5 years of relevant experience in INGOs.
- Experience working with government health systems, preferably within Madhesh Province.
- Comprehensive understanding of IMAM, MSNP, maternal and newborn health.
- Demonstrated skills in coordination, supervision, facilitation, and reporting.
- Demonstrated experience and successful track record of:
 - Providing technical support to government and Partner organizations related to maternal, newborn and child health nutrition.
 - Coordinating with government, multiple stakeholders, and partners at the federal or provincial levels
- Communication skills:
 - Good coordination and facilitation skills
 - Good documentation and presentation skills in Nepali and English languages.

Fairness, Belonging and Zero Tolerance to Abuse

As a member of the Helen Keller International 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 International family, stakeholders in general, and particularly for the communities we serve.
- Follow Helen Keller International 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 **Position Title** 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.