

Helen Keller International Nepal
JOB ANNOUNCEMENT

Provincial Liaison Officer, Scale-up of Multiple Micronutrient Supplementation
(MMS)
(Lumbini Province-Dang)

Guided by the remarkable legacy of its co-founder, Helen Keller Intl 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 create lasting change in their lives. With over 35 years of experience in Nepal, we ensure everyone has the opportunity to reach their true potential.

Background

Micronutrient deficiencies among pregnant women remain a significant public health concern in Nepal. The Government of Nepal and partners are transitioning from Iron-Folic Acid (IFA) supplementation to Multiple Micronutrient Supplementation (MMS) to improve maternal and newborn health outcomes.

In this context, Helen Keller International is supporting the scale-up of MMS in Lumbini Province. The Project Officer will play a critical role in coordinating with key stakeholders to ensure smooth implementation and expansion of the MMS program. The position will also support capacity building of health workers and Female Community Health Volunteers (FCHVs), as well as documentation of implementation learnings, field experiences, and success stories.

Position Overview

The Project Officer will be responsible for coordinating, implementing, and supporting the scale-up of the MMS project in Lumbini Province, including program coordination and implementation, stakeholder engagement, engaging with health workers and FCHVs orientation, documentation of operational learnings and field experiences, and field-level monitoring and support. This role will ensure strong collaboration with government and partners while contributing to program learning and documentation. The Officer will work in close coordination with program team members within Helen Keller and follow Helen Keller's ethics.

Functional Relationships

Duration for the Position: 8 Months

Direct Line Supervision: Senior Research Manager

Collaboration with:

- Internal: In Helen Keller with MMS project team, Monitoring and Evaluation Team
- External: Provincial Health Directorate, Provincial Policy and Planning Commission, Health Offices, Municipalities, Health Facilities, and Partners

Specific Roles and Responsibilities:

- Coordinate closely with Provincial Health Directorate (PHD), PPC, Health Offices, and municipalities for effective MMS program implementation.
- Support planning and execution of MMS scale-up activities in Lumbini Province.
- Ensure smooth coordination between health facilities, local governments, and project teams.
- Monitor field-level implementation and provide timely feedback to improve program quality.
- Participate in coordination meetings, technical working groups, and review forums.
- Facilitate alignment of MMS activities with government priorities and plans.
- Support the planning and facilitation of trainings to Health workers and FCHVs.
- Ensure training quality and provide follow-up support for effective application of knowledge.
- Support the MMS project team in documenting operational learnings.
- Capture field experiences, best practices, and challenges.
- Conduct regular field visits to monitor program implementation.
- Ensure program activities are implemented as per plan and timelines.

Qualifications and Competencies:



- Educational Degree:
 - Bachelor's degree in public health, nursing, nutrition or relevant field.

- **Experiences:**
 - At least 3 years of experience in public health/nutrition programs in nutrition/health sectors, or equivalent combination of education and experience.
 - Experience working with government health systems at provincial and local levels
 - Experience in program implementation, coordination, and training facilitation
 - Prior experience in maternal nutrition programs is an advantage.
 - Experience working in a district-based position is an advantage

- **Skills and Competencies:**
 - Excellent written and spoken Nepali and English language skills.
 - Strong documentation and reporting skills.
 - Good proficiency in Microsoft Excel, Word, PowerPoint.
 - Ability to work independently and manage multiple tasks
 - Strong communication skills, adaptability, flexibility, initiative, and motivation to work closely with communities and government stakeholders

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 May 24, 2026.

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

Helen Keller Intl is an Equal Opportunity Employer committed to fostering a diverse and inclusive workplace.

NOTE: Candidates based in Lumbini Province, particularly those with prior experience working in the region, will be given priority. A strong understanding of the local context, culture, and key stakeholders is highly valued. Women candidates from underrepresented and local communities are strongly encouraged to apply.