

## Helen Keller Intl Nepal Job Description

### Trainee – Food Science (DFTQC, Kathmandu – 1)

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller partners with communities striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition and clear vision, we help millions of people create lasting change 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

Acute malnutrition among children under five remains a serious public health concern in Nepal. Access to safe, nutrient-dense, and quality-assured complementary foods is critical to improving child nutrition outcomes, particularly during the first two years of life.

Cereal-Based Complementary Foods (CBCF) and fortified products play an essential role in addressing nutrient gaps and supporting the management of moderate acute malnutrition (MAM). Strengthening local production capacity, alongside robust regulatory oversight and compliance with national food standards, is key to ensuring the safety, quality, and availability of these products.

Through the Transforming Lives Through Nutrition project, Helen Keller Intl is collaborating with DFTQC and technical partners to advance local production and regulatory strengthening efforts. This internship offers hands-on exposure to food regulation, fortification standards, complementary feeding programming, and evidence-based policy engagement.

#### Position Overview

The internship is designed to provide structured, hands-on learning while supporting Helen Keller Intl and DFTQC in strengthening national systems related to fortified complementary foods and the management of Moderate Acute Malnutrition (MAM).

The intern will gain practical exposure to:

- The national feasibility assessment process for local production of alternative nutrition products, including Cereal-Based Complementary Foods (CBCF).
- Regulatory mechanisms governing food safety, quality assurance, and fortification standards in Nepal.
- The dynamics of food fortification, complementary feeding programming, and public-private sector engagement.
- Administrative, coordination, and programmatic processes within a national nutrition initiative.

Through guided mentorship, the intern will contribute to technical and operational activities while building professional competencies in food technology, regulatory monitoring, and evidence-based nutrition programming.

### **Functional Relationships**

Direct Reporting: Project Manager

**Supervision:** Joint supervision by Helen Keller Intl Nepal and DFTQC

**Travel Requirement:** Frequent travel within Lumbini Province and other project areas

### **Key Responsibilities**

#### **Core Component – Food Science / Feasibility Assessment (Primary Learning Focus)**

Under technical guidance, the intern will:

- Support inception meetings, desk reviews, planning processes, and stakeholder consultations related to the feasibility assessment.
- Participate in supervised field visits to local producers and SMEs to observe and understand production capacity, formulation standards, supply chains, and regulatory compliance processes.
- Assist in data collection, documentation, and basic analysis related to local production feasibility, product quality, and compliance with national standards.
- Contribute to the preparation of summaries, field notes, and documentation that inform technical reports, policy briefs, and presentations.
- Support systematic documentation of lessons learned, process insights, and case examples to inform program improvement and national dialogue.

In addition, the intern will support routine administrative coordination, meeting documentation, and program reporting activities to better understand the operational and regulatory ecosystem surrounding fortified complementary foods in Nepal.

#### **Complementary Responsibilities**

- Participate in joint inspections of CBCF production and retail sites with DFTQC teams.
- Support laboratory sample documentation, tracking, and quality monitoring processes.
- Assist in the preparation of monitoring briefs, knowledge products, and communication materials related to complementary feeding and fortified foods.
- Engage in technical working groups, workshops, and coordination meetings relevant to MAM management and food regulation.

#### **Deliverables**

- Monthly internship learning and evidence log

- Ongoing field visit and consultation documentation
- Quarterly case studies and process briefs highlighting lessons and best practices
- Contributions to knowledge products, advocacy materials, and feasibility assessment outputs
- Final internship presentation summarizing learning, contributions, and recommendations.

### **Required Qualifications**

#### **Education:**

- Master's (preferred) / Bachelor's degree required in Nutrition, Food Science/Technology, Public Health, or related field.

#### **Experience & Technical Skills:**

- Experience in data collection and research documentation.
- Advanced Excel skills required.
- STATA/R experience preferred.
- Knowledge of food regulation frameworks an asset.

#### **Language:**

- Excellent verbal and written English and Nepali.

#### **Personal Attributes:**

- Strong interpersonal and coordination skills.
- Respect for diversity and inclusion.
- Ability to work independently and in teams.
- Willingness to travel frequently.

#### **What We Offer**

- Structured mentorship and professional development
- Exposure to national-level policy processes
- Field-based learning experience
- Participation in technical trainings and forums
- Monthly stipend and travel allowances as per policy.

#### **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](mailto:Nepal.Recruitment@hki.org), clearly mentioning the **Position Title and Preferred Location** in the **subject line** of the email. The deadline for applying is **February 25, 2025**.

This position is contingent upon the availability of funding.

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.