

Helen Keller Intl Nepal Job Description

Trainee – Nutrition (Kathmandu - 1 and Lumbini – 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

The Transforming Lives Through Nutrition project is an integrated, evidence-based initiative designed to improve maternal, infant, and young child nutrition outcomes in Nepal through five lifesaving interventions:

- Multiple Micronutrient Supplementation (MMS) for Pregnant Women,
- Support for optimal breastfeeding practices,
- Infant and Young Child Feeding Promotion,
- Acute Malnutrition Screening and Treatment / Integrated Management of Acute Malnutrition (IMAM),
- Vitamin A Supplementation and Deworming (VAS+D) for children under 5.

The project combines community-level implementation with systems strengthening, policy engagement, and evidence generation. Monitoring, evaluation, research, and knowledge management are central to the project's adaptive management and continuous improvement approach.

This internship is structured as a moderate to high-responsibility role designed for Public Health/Nutrition graduates seeking intensive, field-based professional experience.

Position Overview

The internship aims to:

- Provide structured mentorship and experiential learning in real-world public health programming.
- Strengthen implementation, monitoring, reporting, and documentation of nutrition interventions.
- Build practical competencies in stakeholder coordination, data analysis, and evidence generation.
- Support adaptive management and evidence-informed decision-making.

Functional Relationships

Direct Reporting: Project Manager / Project Coordinator

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

Key Responsibilities**1. Program Implementation & Administrative Support**

- Support development and execution of activity plans and workplans.
- Assist in budgeting, logistics planning, and procurement coordination.
- Prepare meeting minutes, briefs, and progress reports.
- Strengthen internal communications and documentation systems.
- Ensure compliance with organizational and donor requirements.

2. Field Coordination & Monitoring

- Coordinate with provincial and municipal health offices.
- Conduct a minimum of two structured field visits per month.
- Verify activities, conduct data quality checks, and document findings.
- Prepare structured field monitoring reports.

3. Stakeholder Engagement

- Participate in technical working groups and coordination forums.
- Represent Helen Keller in stakeholder meetings (minimum 3 per quarter).
- Support multi-stakeholder workshops and community mobilization events.
- Contribute to evidence-informed advocacy efforts.

4. Capacity Building Support

- Assist in designing and facilitating training sessions.
- Support documentation of participant feedback and training outcomes.
- Provide on-site coaching support during outreach and screening campaigns.

5. Monitoring, Evaluation & Knowledge Management

- Support data collection, cleaning, validation, and analysis (Excel, STATA/R preferred).
- Contribute to quarterly and annual reports.
- Document at least:
 - Two best practices per quarter
 - Two success stories per quarter
- Develop case documentation and human-interest stories.

- Contribute to donor reports and knowledge-sharing products.

6. Compliance & Quality Assurance

- Adhere to safeguarding, gender equality, and inclusion standards.
- Support financial documentation and internal quality assurance processes.

Deliverables

- Monthly progress reports
- Minimum of eight structured field visit reports
- Quarterly best practice briefs and success stories
- Documentation of at least eight best practices and twelve success stories
- Contributions to donor and implementation reports
- Stakeholder and training documentation

Qualifications

Education:

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

Experience & Technical Skills:

- Demonstrated experience in data collection and analysis.
- Strong Microsoft Office skills (advanced Excel required).
- Experience with STATA and/or R preferred.
- Strong documentation and report writing skills.

Language:

- Excellent written and spoken English and Nepali.

Personal Attributes:

- Respect for diversity and inclusion.
- Ability to work under pressure.
- Strong teamwork and independent working skills.
- 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, 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.