

Application require for Information and Planning Officer for  
Development of the Nutrition Information and Planning Unit (NIPU) under National  
Nutrition Services (NNS),IPHN,DGHS,MOHFW.

### **I. Title and Reporting Structure**

Title	: Information and Planning Officer
Duty Station	: Dhaka
Duration of contract	: 3 months
Reporting to	: Program Manager (PM), NNS, IPHN

### **II. Description of the Work**

Through the National Nutrition Service (NNS) operational plan of the HPNSP 2017-2022, the Government of Bangladesh plans to accelerate the reduction of persistently high rates of maternal and child undernutrition by mainstreaming and scaling-up the implementation of proven nutrition interventions into health (DGHS) and family planning (DGFP) services. One of the mandates of IPHN/NNS is to put in place a nutrition information system, which would support the NIS framework of the NNS/OP and allow nutrition interventions to be monitored on a regular basis at national, district and sub-district levels.

NNS is looking for a suitable candidate for a mid-level Information & Planning Officer. The proposed MIS specialist position will work closely with relevant government departments and partners. . S/he will be responsible for the following activities:

- The staff will have a focused role of moving the Disbursement Linked Indicators (DLIs) initiative forward and MIS activities pertaining to the Gates Project and support in operationisation of the NNS-OP
- The incumbent also should have capacity to support of NNS-OP component strengthen Nutrition services for elderly person, prevention of overweight and obesity, monitoring, research, evaluation and multi-sectoral coordination at different sectors.
- Facilitate establishment and strengthening of functional NIS according to action plan
- Support development of national guidelines and standards for nutrition data collection and reporting
- Responsible for day to day collection, analysis, interpretation and dissemination of nutrition information from routine HMIS/MIS-DGFP, surveys, surveillance and diverse contextual information sources.
- Use information to monitor and analyse impact of nutrition programs and provide updated situation analysis of nutrition at national and sub-national levels
- Develop and adapt NIS reporting and training tools as necessary for integration of nutrition information into MIS DGHS and DGFP
- Preparation and dissemination of technical reports, including but not limited to periodic nutrition bulletins, and other publications, including web portal
- Supervise and monitor routine nutrition data collection at sub-national levels in collaboration with NIS field officers
- Support bottleneck analysis of key nutrition interventions and identifying corrective actions in collaboration with relevant Govt. departments and partners
- Provide training support at field level for implementation of the new / modified system including preparation of training plan;
- Work jointly and regularly with partners and relevant information systems/units to share nutrition information and situation analysis
- Support development and participation in nutrition information working group
- Archiving of raw data



### III. Functions / Key Results Expected

Facilitating establishment and functioning of NIPU and capacity building on NIS at sub-national levels are key functions of this position. Regular updated analysis on nutrition situation and progress on impact and coverage of nutrition interventions and programmes is expected.

### IV. Measurable Outputs and Performance Indicators

1. Set of standardized guidelines, tools and templates are developed and utilized for nutrition data collection, analysis and reporting within MOHFW (DGHS, DGFP) at national and sub-national levels
2. Nutrition information and situation analysis is comprehensive, accurate and updated in all relevant documents, including progress reports, annual reports, periodic nutrition bulletins, etc
3. NIS training plans development and implemented
4. Meeting/ workshops/seminars output/minutes documentation
5. Updated electronic and hardcopy archives and inventory for nutrition information are available

### V. Skills and Competencies

- Must have strong computer skills (MS Office package, Database System) and MIS system;
- Knowledge of nutrition
- Good oral and written communication skills in both English and Bangla and interpersonal skills and should be able to communicate well with senior government officials and partners;
- Must possess strong teamwork and team building skills.

### VI. Required Qualifications and Experience

Education	<ul style="list-style-type: none"><li>• Post graduate educational qualifications in Nutrition.</li><li>• Basic knowledge and experience in information management/NIS and M&amp;E</li></ul>
Experience	<ul style="list-style-type: none"><li>• At least 4 years of work experience in Nutritional activities</li><li>• Demonstrated understanding of Nutrition/Health service system of Bangladesh is an asset.</li></ul>
Termination/Resignation	The IPO will be bound to continue of whole period of contract of his/her service and will not be eligible to leave the job. IPO would be eligible to leave organization by giving one month written notice.
Language Requirements	<ul style="list-style-type: none"><li>• Fluency in written and spoken English are essential</li></ul>
Salary (Gross)	<ul style="list-style-type: none"><li>• Negotiable</li></ul>

#### How to Apply:

Interested applicants should submit their application along with CV and two passport size photographs to Line Director, National Nutrition Services and Director, IPHN, Mohakahali, Dhaka-1212 by post or send to [engnazmul11@gmail.com](mailto:engnazmul11@gmail.com) on or before 3 days of the publication within office hour (5 PM).