



EMPLOYER: MICRONUTRIENT FORUM
POSITION: STANDING TOGETHER FOR NUTRITION PROGRAM LEAD
START DATE: IMMEDIATE
TERM: AT LEAST ONE (1) YEAR
DESIRED EXPERIENCE: MID-CAREER (10-15+ YEARS WORK EXPERIENCE)
DESIRED LOCATION: GLOBAL, LMIC RESIDENT PREFERRED

About the Micronutrient Forum

The Micronutrient Forum serves as a global catalyst and convener for sharing expertise, insights, and experience relevant to micronutrients in all aspects of health promotion and disease prevention, with special emphasis on the integration with relevant sectors.

The Forum's primary objective is to foster dialogue among the research, policy, clinical, program and private sector communities to facilitate the translation of evidence for policy and program planning, and to inform research needs and priorities based on evidence gaps to support programs.

The Forum does not implement programs, rather serves as an independent convener, collaborating with other leaders in the nutrition, health, and development sectors to accomplish our vision: A world where all people have access to all essential micronutrients at levels needed to promote health and prevent disease.

Founded in 2006, the Forum is perhaps best known for its Global Conference, having hosted five such events, with the most recent CONNECTED virtual event attracting over three thousand delegates. In addition to a Biennial global conference, the Forum has a robust portfolio of programmatic work, including ongoing workstreams addressing the data gap in micronutrient nutrition, promoting nutrition of key populations including pregnant women, and offering technical support to academic, government, and implementing institutions.

The Forum's current strategic plan, beginning in 2019, has guided the organization through a growth stage, with increased interest from funders and partners in the products the Forum creates. Specifically: advocacy, consultations, and convenings.

The Forum is a U.S. Based 501c3 non-profit corporation – but operates as a remote organization with staff, consultants, and leadership spread across the globe.

See the [Forum's Strategic Plan](#)

See [Forum's Leadership](#)

About the Program

The Standing Together for Nutrition Consortium (STfN) is an inclusive partnership of nutrition, food systems, and health experts convened to assess the scale of the COVID-19 crisis impact on all forms of malnutrition together with the best evidence-based advice on how to address those impacts.



Inspired by the unprecedented collaboration of researchers working on COVID-19 vaccines and therapeutics, the Micronutrient Forum (Forum) and Global Alliance for Improved Nutrition (GAIN) convened food security, nutrition, health, and economic experts from global as well as local and regional institutes in Low- and Middle- Income (LMIC) countries, to quantify the scale of the problems due to the pandemic. Current global partners have expertise across health, economics, and implementation, including Johns Hopkins University LIST team, IFPRI, World Bank, Results for Development (R4D). This group - STfN - is modeling the impact of the pandemic on all forms of malnutrition among populations and disaggregated by gender, income, and other factors during the acute, recovery, and long-term phases of this pandemic; and generating recommendations to mitigate the impact of the pandemic on all forms of malnutrition.

The [STfN Consortium](#) currently includes over 55 individuals representing over 35 organizations covering the globe.

In 2020 the consortium produced two scientific publications that were broadly picked up by media and were presented at global decision making events, including the recent [Nutrition 4 Growth SpringBoard](#) event on December 14th, 2020. See also: [The Lancet](#) [Research Square](#)

In 2021 the Standing Together for Nutrition consortium will continue to generate, update, monitor and fine-tune global analyses on the impact of COVID19 on malnutrition, as the crisis evolves, ensure gender, income and other disaggregation; and will work with countries to provide context-specific analyses and recommendations to countries or groups of countries for actions in health, nutrition, social protection and food systems, while addressing data gaps as necessary and possible.

Purpose of the Position

The MNF now seeks an experienced STfN Program Lead to ensure that more effective advocacy and well-designed programs contribute to increased and effective funding, resulting in improved nutrition outcomes for women, children, and vulnerable populations.

The STfN Program Lead will be responsible to work collaboratively with the STfN Secretariat, hosted by the Micronutrient Forum, and co-chaired by GAIN and the Micronutrient Forum, and the STfN Consortium to ensure that the objectives and outputs of the program are achieved. The STfN Program Lead reports directly to the MNF Executive Director.

The STfN Program Lead will:

- Work collaboratively with the Secretariat and consortium members to ensure that the consortium promotes the collection and dissemination of data, while modeling the impact of the pandemic on nutrition with a focus on how gender and other inequalities can be adequately addressed to inform investment and program design
- Ensure the consortium engages with Low-and-Middle Income Country (LMIC) research organizations and national and regional policymakers to develop and adopt context-specific recommendations



- Foster robust partnerships with bilateral, donor, and implementing organizations to accomplish program objectives and deliver the programs four key outputs
- Have a strong working knowledge of nutrition science, particularly related to drivers of malnutrition in low and middle-income countries.
- Keep abreast of nutrition development trends to enhance program management, efficiency and delivery to achieve sustainable, effective and equitable results
- Work with the Director of Advocacy and Communications and the consortium communication team to ensure the findings are included in strong and effective advocacy communications

Major Duties and Responsibilities

The duties and responsibilities of the STfN Program Lead, as envisioned now, are listed below. Responsibilities may evolve as the work of the consortium matures over time.

In close collaboration with the Executive Director, the Director of Programs, and the Director of Advocacy and Communications, the STfN Program Lead will:

Program Leadership

- Work with the Executive Director and all the consortium partners to ensure achievement of program objectives as detailed in the STfN project proposal
- Support and complement the Executive Director in program development and resource mobilization
- Lead, support and oversee the work of the consortium, including planning and documenting meetings, monitoring progress, and taking timely decisions to resolve issues and/or refer to the Executive Director
- Consult and collaborate with consortium members to provide nutrition-specific technical and operational support on planning, management and implementation
- Participate in strategic programme discussions and planning to provide technical advice, contribute to policy discussions and agendas, and promote health/nutrition interventions, especially in the areas of gender.

Program Management

- Manage work plans to ensure they are harmonized, implemented along stated timelines, and are tracked to ensure consistency with strategic and operational plan priorities
- Ensure that the knowledge management products developed by the consortium meet highest quality standards
- Coordinate with stakeholders to establish monitoring benchmarks and performance indicators to assess and strengthen performance accountability and delivery of concrete and sustainable results
- Work with the Executive Director to develop nutrition-specific program proposals
- Ensure that all applicable international standards are adhered to

Resource Management

- Work with the Executive Director and COO to develop expenditure plans to guide the implementation of approved activities



- Monitor budget vs actual expenditure on a monthly basis to ensure spending is within budget and on track
- Provide recommendations to correct any identified deviations (related to compliance, over and under expenditure) that impact budget adherence

Program Reporting

- Prepare program reports for submission to Donors, the MNF Management Team, Board of Directors, and other stakeholders as required
- Ensure that all consortium meetings are documented in writing and stored appropriately in the MNF's document storage system

Marketing and Communications

- Work with the MNF Management Team in visibility and diverse communication-related activities
- Ensures compliance with donor requirements for branding and marketing
- Develop communication and information materials to highlight program goals, achievements and/or needs to promote awareness, establish partnerships/alliances and support fund raising for nutrition programmes
- Contribute to the development of public access to STfN data
- Work with the Executive Director and Director of Advocacy and Communications to develop and disseminate reports, briefs, recommendations, etc.

Organizational Relationships

The STfN Program Lead reports directly to the Executive Director with a matrix reporting responsibility to the Director of Programs.

Qualifications and Requirements

Education:

- PhD or Master's with academic experience in Nutrition, Public Health, or another relevant field.

Experience:

- 5+ years of experience in a project management role in non-profit health or nutrition-related sectors
- Good understanding and knowledge of nutrition science, the nutrition landscape, and its key players
- Work in settings with highly skilled technical professionals providing specialized technical services to clients and stakeholders
- Work experience in Low-and Middle-income countries (LMIC) a must
- Experience with contract management
- Experience in advocacy desirable
- Experience with academic paper writing desirable
- Managing technical operations with experience managing end-to-end oversight of project planning and budget development, program implementation including tracking and managing costs, and program reporting

Skill and Requirements:



- Exceptional organizational, communications, and interpersonal skills
- Fluency in both written and spoken English (U.S. State Department equivalent of 4S, 4R, and 4W)
- Collaborative management style
- Strong writing skills
- Experience in managing partnerships with partners from various disciplines, sectors and cultures is strongly preferred
- Ability to work in a fast-paced environment with proven ability to analyze, problem-solve, manage people and projects

Desirable

- Fluency in a second language after English, e.g., French
- Experience working with remote teams
- Experience in managing key client relationships (e.g., government, foundations, private sector corporations, and/or non-profits)

Compensation

- A competitive salary and benefits package commensurate with experience

Note to Candidates

The Micronutrient Forum is an equal opportunity employer and is committed to foster and celebrate gender equality, diversity and inclusion in our organisation. All qualified applications will receive consideration for employment without regard to race, age, gender identity, sexual orientation, color, religion, marital status, national origin, ethnicity, political beliefs, disability status, or any other status protected by U.S. federal, state, or local law, or international law.

To Apply

- ⇒ Please email hr@micronutrientforum.org with:
- ⇒ A Resume
- ⇒ A cover letter indicating why you are the right fit for the Micronutrient Forum and the role of STfN Program Lead.

Please include your name and the title for this position in the subject line of your email. We will be accepting applications on a rolling basis.