



## Position Overview

<b>POSITION:</b>	Program Manager
<b>START DATE:</b>	Immediately
<b>TERM:</b>	3 Years
<b>DESIRED EXPERIENCE:</b>	5+ years' Direct Work Experience
<b>DESIRED LOCATION:</b>	Remote

## About the Micronutrient Forum

The Micronutrient Forum (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 is a backbone organization for collective action on micronutrient nutrition. As such, the Forum complements the actions of other organizations working in nutrition (funders, implementors, academicians, normative bodies) and fosters collaborative sectoral and cross-sectoral initiatives, leveraging internal and external expertise, to create collective impact. The Forum has earned a reputation as a responsive, evidence-based convener and knowledge broker with an independent voice.

The Forum's vision is a world where all people have optimal micronutrient status for health and well-being. To accomplish that vision, the Forum promotes dialogue and collective action on population assessment and delivery of vitamins, minerals, and other nutrients across multiple sectors by bridging nutrition science, policy, programs, and responsible business practices for health and well-being. The Forum supports all evidence-based solutions to ensure micronutrient security.

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 is a US Based 501(c)3 non-profit corporation and operates as a remote organization with staff, consultants, and leadership spread across the globe.

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

See the [Forum's Team](#)



## About the HMHB Program

Healthy Mothers Healthy Babies (HMHB) is an initiative that aims to improve the health and wellbeing of women and their children, particularly in low- and middle-income countries (LMICs). Maternal nutrition is a critical component of this goal, as poor nutrition during pregnancy and lactation can lead to negative outcomes for both the mother and child, including maternal anemia, low birth weight, pre-term birth, and infant mortality. The HMHB program focuses on advancing women's nutrition and scaling interventions such as multiple micronutrient supplementation (MMS) - a safe, effective, and affordable intervention to support healthy pregnancies and fetal development in LMICs.

The HMHB Consortium provides an inclusive, collaborative, and comprehensive platform for stakeholders working in maternal nutrition, specifically those working to accelerate the use of MMS and other cost-effective women's nutrition interventions in LMICs. The Consortium serves as an advocate, convener, consensus builder, and knowledge broker to support its members and other stakeholders across different stages of MMS implementation. The program seeks to put country perspectives at the center and speak with one unified voice to elevate the cause of maternal nutrition and MMS.

The Consortium's priorities include generating and synthesizing evidence, capturing, and sharing knowledge, experiences, tools, and other information to strengthen the introduction and scaling up of women's nutrition interventions such as MMS and balanced-energy protein supplementation (BEP), ensuring effective and equitable coverage and a sustainable supply of high-quality, affordable interventions. The program will help to accelerate country-level implementation of women's nutrition interventions through a range of supportive initiatives and activities and work to leverage the efforts of implementing agencies at the national and global level.

HMHB is hosted by the Micronutrient Forum. The program's vision, mission, priorities, and organizational structure have been developed through extensive consultation with a range of stakeholders. HMHB's scope of work represents a critical step in advancing maternal nutrition and improving the health and wellbeing of women and children in LMICs.

## Purpose of the Position

The Forum seeks an experienced, dynamic, and strategic thinking Program Manager, who will participate in developing and implementing HMHB's work plan in close consultation with the Program Lead, Consortium members, Forum management, partners, and donors.

The Program Manager shall bring experience and expertise in maternal nutrition and play a critical role in assembling and coordinating a group of international experts, supporting the delivery of activities related to women's and maternal nutrition, generating and synthesizing scientific evidence, writing scientific articles, presenting results to stakeholders, monitoring guidelines, and advocating the work of HMHB and the Technical Advisory Groups (TAG), with strong communication skills. This also involves supporting country actors with resources and tools to inform decision making at national level.

## Major Duties and Responsibilities

The Program Manager shall work closely with the Program Lead and other team members to establish a TAG for BEP and to directly coordinate and execute the activities identified by the HMHB TAGs, including contributing to the generation and synthesis of evidence on BEP and



related communication and other assigned activities. As HMHB's technical expert in this area, the Program Manager ensures that all activities are carried out in a scientifically rigorous and collaborative manner.

In close collaboration with the Program Lead and other stakeholders as appropriate, the Program Manager will:

**Management:**

- Establish and coordinate the TAG: The Program Manager will be responsible for assembling and coordinating a TAG composed of international experts in maternal nutrition and notably in balanced energy-protein supplementation. This includes identifying and recruiting experts, organizing regular meetings, facilitating discussions, and defining the strategic priorities with the group.
- Develop and implement an annual workplan, in close collaboration with the TAG members, and revise the TAG's strategy over time as appropriate.
- Work with TAG partners and/ or other stakeholders to develop formal engagement agreements.
- Regularly monitor the status of the agreed deliverables against the workplan and donor commitments, and course correct as appropriate.

**Program Delivery:**

- Contribute to and, in some cases, lead activities to ensure they are rigorous, collaborative, and aligned with the program's theory of change and that outputs are delivered against planned timelines, and of high quality.
- Research Gap Identification: The Program Manager will support the TAG in identifying research gaps, prioritizing research questions and undertaking data analysis to answer these research questions. This includes conducting systematic literature searches, systematic reviews, meta-analyses, and individual patient data meta-analyses to synthesize scientific evidence.
- Scientific Writing: The Program Manager will be responsible for writing scientific articles on varied topics, from conception through publication. This includes conducting literature reviews, data analysis, and interpretation of findings to produce high-quality scientific publications.

**Communications:**

- Stakeholder Engagement: The Program Manager will present results to internal and external stakeholders, including normative agencies and other relevant organizations. This includes preparing presentations, engaging in discussions, and disseminating findings to key stakeholders.
- Guideline Monitoring and Compilation: The Program Manager will monitor and develop guidance and supporting evidence on identified topics. This includes staying up-to-date with the latest research and normative guidelines in the field, critically appraising evidence and synthesizing information for dissemination.
- Dissemination and Advocacy: The Program Manager will work with other teams of the organization to disseminate and advocate the work of the Technical Advisory Group. This includes contributing to the development of communication materials and engaging in advocacy



efforts to promote the use of evidence-based recommendations.

- Represent the HMHB in public events such as Conferences, Technical Expert meetings, workshops, and webinars.

## Organizational Relationships

The HMHB Program Manager reports to the Program Lead and will work collaboratively with other Forum staff within and outside the HMHB team, including the Advocacy and Communications team.

## Qualifications and Requirements

### **Education:**

- A Ph.D. in the field of Nutrition Science, Epidemiology, Public Health or related field.

### **Experience:**

- At least five (5+) years of successful experience designing and executing research projects and planning and implementing national or global public health/nutrition projects.
- Experience working at both the global and national (regional or local) levels and an understanding of the nutrition data landscapes.
- Experience working in maternal and newborn nutrition.
- Experience effectively managing external partner relationships.
- Experience working remotely.

### **Skills and Requirements:**

- Strong capacity to transform ideas and concepts into a set of activities, with realistic timelines.
- Ability to work in coordination with various teams to implement activities.
- Strong scientific writing, with a publication track record.
- Strong statistical analysis and demonstrated ability to conduct systematic reviews and meta-analyses.
- Strong commitment to a rigorous and ethical scientific approach in all aspects of the job.
- Strong project management skills, ability to multi-task, prioritize and deliver.
- Excellent communication, technical writing, and facilitation skills.
- Analytical and problem-solving skills, with a strong solution and action orientation.
- Good interpersonal skills and cross-cultural sensitivity, and ability to interact with subject matter experts.
- Ability to work under pressure and meet deadlines in both collaborative and independent settings.
- Fluency in English.

### **Desirable Experience & Qualifications:**



- Experience working with private and public sectors.
- Fluency in a second language after English.
- Experience working with cross-cultural teams.
- Previous work experience in LMICs.

**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 organization. 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 US federal, state, or local law, or international law.

To apply, please email [hr@micronutrientforum.org](mailto:hr@micronutrientforum.org) with:

- A Resume.
- A cover letter outlining your experience as it relates to the Micronutrient Forum and the role of HMHB Program Officer.

Please include your name and the title for this position in the subject line of your email.

The application deadline is July 30<sup>th</sup>, 2023, but applications will be reviewed on a rolling basis.

If you are a highly motivated individual with a strong background in nutrition science, research, and coordination, and are passionate about improving women's/maternal nutrition through evidence-based approaches, we would love to hear from you.

The Forum will respond to the best-fit candidates with more information about the HMHB and schedule remote interviews.