

Helen Keller Intl Job Announcement

Regional Program Manager, Food Fortification (Abuja, Nigeria)

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities that are 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 ensure every person has the opportunity – as Helen did – to reach their true potential.

We are seeking an experienced Program Manager to take the lead in a food fortification program dedicated to the micronutrient fortification of bouillon cubes in West Africa. The role presents an exceptional opportunity for the successful candidate to play a pivotal role in advancing the bouillon fortification agenda across three target countries and at the ECOWAS level.

The Program Manager of this multi-country portfolio will strategize, oversee, manage, coordinate, implement, and closely monitor the program's work plan and activities across the target countries to ensure the delivery of high-quality outputs and timely reporting in line with donor requirements. The position will provide technical inputs and collaborate with relevant stakeholders at national and regional levels to implement the program's work plan. The Regional Program Manager will manage relationships with governments, research partners, regional economic and health bodies, the private sector, civil society, and donors and ensure the visibility of the bouillon fortification program by representing Helen Keller Intl at key relevant events.

Background

Since 2019, Helen Keller, with support from the Bill and Melinda Gates Foundation (BMGF), has led the regulatory workstream to generate evidence, advocate, and provide technical assistance to Country Working Groups in Burkina Faso, Nigeria, and Senegal to establish consensus and develop standards for multiple-micronutrient fortified bouillon cubes. In this context, Nigeria has taken the initiative to review the Bouillon Cube Fortification Code of Practice (CoP), and we anticipate its approval by the end of the calendar year. Meanwhile, Burkina Faso and Senegal have conducted national surveys to assess the contribution of food to sodium intake, with a specific focus on understanding the role of bouillon cubes. The results from these surveys will become available in October 2024 and are expected to pave the way for a consensus-building process to establish bouillon fortification standards.

Functional Relationships

Helen Keller has a matrixed reporting structure. Regular communication and a spirit of teamwork among colleagues, both hierarchically and laterally are essential to make this structure thrive.

Reporting to the Regional Director for East, Central, and Southern Africa, the Program Manager is a member of the global Nutrition Team. They will co-supervise Bouillon Cube Fortification Initiative staff based in Burkina Faso, Nigeria, and Senegal, work closely with colleagues at all levels of Helen Keller's global management structure and may be called upon to participate in global working groups or steering committees.

Key Responsibilities

Provide overall program management and dynamic leadership for our multi-country program and drive the bouillon fortification agenda at country and regional levels.

Technical Leadership and Advocacy

- Provide timely and regular technical support to country-level teams on project implementation, reporting, and monitoring.
- Facilitate country-level and regional linkages with technical institutions and between civil society, government, the private sector, and international agencies that promote and build awareness of evidence-based food fortification and public health approaches.
- Guide and support staff and partners to develop quality, evidence-based technical documents and knowledge products that capture valuable programmatic findings and lessons learned related to micronutrient fortification of bouillon.
- Develop knowledge management mechanisms and share information across countries, expanding lessons learned to other countries.
- Promote national ownership of the program by liaising with each country's Country Working Group and the National Fortification Alliance to provide regular support and guidance for the micronutrient fortification of bouillon.
- Collaborate closely with the Country Working Groups to engage with bouillon manufacturers to advance the cause of micronutrient fortification of bouillon.
- Lead national and regional advocacy to facilitate revision or drafting and adoption of national and regional standards for micronutrient fortification of bouillon.

Program Monitoring and Management

- Lead the development of regional and country-specific work plans and oversee to ensure high quality implementation that is on time and within budget.
- Follow-up on the preparation and signature of sub-grants.
- Coordinate activities of partners, including Country Working Groups.
- Implement and continuously develop monitoring and evaluation tools for partners' regional and country-level activities.
- With country teams, monitor finance reports, track budget expenditures and their links to activities and implementation plans.
- Lead and coordinate the accurate and timely reporting of project results. Consolidate country office and implementing partners' reports for reporting to the donor.
- Ensure donor funds are allocated and managed in accordance with Helen Keller and donor policies and good financial standards.

Required Qualifications and Competencies

- **Education:** At least a master's degree in Food Technology, Nutrition, Public Health, International Development, or other related field.
- **Experience:** A minimum of 10 years of hands-on experience with a proven track record in implementing food and nutrition programs and a strong background in the food industry, or equivalent combination of education and experience.
- Expertise in food fortification programs and policy development, and existing networks, particularly in West Africa, is highly desirable.
- Excellent interpersonal and communication skills. Collaborative, flexible and solution-oriented. An ability to maintain balance when under stress.
- Demonstrated capacity to establish and maintain productive relationships with government agencies, private sector entities, and civil society organizations.
- A proven history of successfully managing teams for high productivity.

- Demonstrated effectiveness in project planning and organization, as well as exceptional personal time management skills.
- Fluency in English, both orally and in written communication is required. The ability to read, analyze, and interpret complex documents in this language. Oral and written proficiency in French is preferred.
- Ability and willingness to:
 - flex work hours to accommodate multiple time zones, as needed.
 - travel at least 35%.
PLEASE NOTE: All staff must be vaccinated against COVID-19 in order to travel internationally.
- The ability to navigate diverse field environments and work effectively in various locations.
- Computer literate in use of word-processing, spreadsheet and statistical software.
- Demonstrable respect for all persons regardless of religion, ethnicity, class or gender, with a high comfort level working in a diverse environment with a demonstrated commitment to high professional ethical standards.
- Personal commitment to Helen Keller's mission and goals and the values embodied by Helen Keller Intl's co-founder, Helen Keller: compassion, grit, rigor and integrity.

To Apply

Qualified candidates should submit a cover letter and resume to hki.recruitment@hki.org. Applications will be accepted until the position is filled.

In the spirit of our founder and namesake, Helen Keller is dedicated to building an inclusive workforce where diversity in all its forms is fully valued.

We are an Equal Opportunity Employer where all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, or protected veteran status.

We are committed to providing reasonable accommodation for individuals with disabilities. If you are a qualified individual with a disability and need to request an accommodation during the application or interview process, please contact us at the email above or call: +1 646-356-1789.