



དཔལ་ལྷན་འབྲུག་གཞུང་། གསོ་བ་ལྷན་ཁག། འབྲུག་ ཐིམ་ཕུ།  
ROYAL GOVERNMENT OF BHUTAN, MINISTRY OF HEALTH  
THIMPHU: BHUTAN – 11001



MoH/HRD-2/2021/ 3899

February 1, 2021

**Vacancy Announcement**

The Ministry of Health is pleased to announce the vacancy for the following position through lateral transfer as specified below:

Sl.No	Position Title/Level	Minimum Qualification	Eligibility Criteria as per BCSR 2018	No. of Slots	Agency
1	Program Officer, P4 A-P2 A	B.Sc in Nutrition or equivalent	Completed a minimum of three years in the new position category and completed a minimum duration equal to the LTT period in the same position at the time of the application deadline.	1	Non-Communicable Disease Division, DoPH

Interested in-service candidates who are within the same Super Structure Group (Technical Service) fulfilling the qualification and eligibility criteria may submit application to the HR Division, Directorate of Services, Ministry of Health or through email to [hrd@health.gov.bt](mailto:hrd@health.gov.bt) within 15 February, 2021 along with the following documents:

1. Updated ZEST generated Curriculum Vitae verified by the concerned HR Officer;
2. No Objection Certificate from the HRC of Parent/working agency;
3. Valid online approved Audit Clearance Certificate;
4. Valid online approved Security Clearance Certificate;
5. Training certificates, if any; and
6. ZEST generated Performance Ratings/Moderation Result for the FY 2018-2019 & 2019-2020.

Applicants with relevant work experience shall be given preference for the purpose of shortlisting.

Shortlisted candidates will be announced on Ministry's website with the details of the selection interview schedule.

**For any clarification, please contact @ 02-323454 during office hour.**

  
(Sangay Thinley)  
Chief HR officer



དཔལ་ལྷན་འབྲུག་གཞུང་། གསོ་བ་ལྷན་ཁག། འབྲུག་ བླམ་སྤུ།  
ROYAL GOVERNMENT OF BHUTAN, MINISTRY OF HEALTH  
THIMPHU: BHUTAN – 11001



**TERMS OF REFERENCE**  
(Program Officer)

**GOAL**

Ensure physical and mental development through proper nutrition initiatives to enable a meaningful progression from in-utero life to healthy childhood, productive adulthood and further enable healthy old age.

**OVERALL OBJECTIVES**

To ensure physical and mental development through adequate nutrition, prevent disability or premature death from diet related chronic disease, and ensure the progression of the Bhutanese population from healthy childhood to productive adulthood, and further on into healthy old age.

**SPECIFIC OBJECTIVES**

1. Prevent Protein Energy Malnutrition (PEM) and nutrition rehabilitation
2. Prevent the double burden of malnutrition (stunting, wasting, obesity and micronutrient deficiencies)
3. Improve dietary diversification
4. Improve child care and feeding practices
5. Prevent Iron Deficiency Anemia(IDA)
6. Sustain Iodine Deficiency Disorder(IDD) elimination status
7. Control Vitamin A deficiency (VAD)

**12 FYP INDICATORS**

<i>Indicator</i>	<i>Baseline (2015)</i>	<i>12 FYP Targets</i>
<i>Anemia in Adolescent girls</i>	31.30%	17.89%
<i>Anemia in Pregnant women</i>	27.30%	19.50%
<i>Stunting prevalence in children under 5 years</i>	21.20%	15.14%
<i>Childhood wasting</i>	4.30%	< 4.3%
<i>Anemia prevalence in children 6-59 months of age</i>	43.80%	31.29%
<i>Early initiation of breastfeeding</i>	77.90%	90.000%
<i>Exclusive breastfeeding in the first six months</i>	51.40%	56.800%
<i>Minimum Acceptable Diet</i>	11.70%	21.700%

**ToR of Program Office (with background on Nutrition: Nutritionist or Dietician)**

**Overall Job Purpose**

The main responsibility is the implementation of Nutrition Programme in Bhutan. This will be through designing interventions, overseeing programme implementation, managing and supporting teams on the ground, conducting training and capacity building of health staff, and effectively engaging with relevant NGOs, UN and other agencies and clusters.

**Job Responsibilities**





1. Develop and adapt nutrition programming operational procedures, systems and programme guidance to the context and needs of the people of Bhutan
2. Lead in undertaking periodic nutrition assessments/surveys/studies, working directly or in collaboration with other agencies (eg UNICEF, WHO, KGUMSB, NSB)
3. Develop and manage partnerships and work with other national and international organisations to jointly design programmes, and lobby/ advocate for the interest of improving the nutrition security of the people of Bhutan
4. Develop and manage multisectorial partnerships including with UN agencies such as WHO and UNICEF.
5. Lead the implementation of nutrition interventions/projects in line with existing national strategies and policies
6. Use evidence and learning from nutrition programme to advocate for inclusion of nutrition interventions of other organisations and provide them with support as necessary.
7. Provide guidance and supervise the work of Assistant Program Officer and Field health workers involved in nutrition programming.
8. Represent Nutrition Program, actively participating in intra and inter-agency clusters, working groups and other groups that require guidance on food and nutrition (eg School feeding Technical Committee, Food and Drug Interphase committee, National Codex Committee)
9. As the overarching nutrition budget holder, be accountable for all aspects of financial and resources management

#### Person Specifications

1. Educational experience in nutrition or related subjects
2. Experience in development of donor proposals and reports
3. Strong communication, interpersonal and representation skills
4. Ability to analyze nutrition information, evaluate options, think and plan strategically (research knowledge – publications is a plus)
5. Report writing and budgeting management skills