



Position: Program Officer for Multiple Micronutrient Supplementation (MMS) Program
Company: Vitamin Angel Alliance, Inc. (VA)
Contract Type: Independent Contractor
Location: Thimphu, Bhutan
Contract Duration: 12 months (renewable based on performance)

About Vitamin Angels

Vitamin Angels is a global public health nonprofit focused on helping underserved populations in need—specifically pregnant women, new mothers, and children under five—gain access to lifesaving and life-changing nutrition solutions.

Vitamin Angels is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We are a dedicated group of individuals who aim to foster a supportive environment where everyone can contribute, thrive, and grow.

Role or Purpose of Position

The Ministry of Health (MOH), in collaboration with Vitamin Angels, is committed to improving maternal and child health by addressing micronutrient deficiencies among pregnant and lactating women. The Multiple Micronutrient Supplementation (MMS) Program aims to provide comprehensive nutritional support to this vulnerable group, enhancing maternal and child health outcomes.

To support this initiative, Vitamin Angels is seeking a Program Officer who will be embedded within the Ministry of Health in Bhutan. The Program Officer will work closely with MOH staff and stakeholders to oversee the smooth implementation, monitoring, and reporting of the MMS program at the national level.

Major Duties and Responsibilities

1. Program Planning and Coordination:

- Serve as the focal point for all communications and coordination regarding the MMS program between MOH and Vitamin Angels.
- Develop and update a detailed implementation plan to strengthen the delivery of MMS program in collaboration with the relevant stakeholders.
- Coordinate with health facilities for timely distribution and delivery of micronutrient supplements.

2. Training and Capacity Building:

- Organize and facilitate training for healthcare providers, program staff, and other stakeholders on the administration of MMS and maternal nutrition guidelines.

- Provide technical assistance and capacity-building support to health facilities and staff on MMS implementation and monitoring.
3. **Monitoring and Supervision:**
 - Develop a monitoring and evaluation framework to assess the effectiveness of the MMS program.
 - Conduct regular field visits to assess the quality and coverage of the MMS program, identify challenges, and provide recommendations for improvement.
 - Collect and analyze data related to program implementation, including coverage, adherence, and stock levels.
 4. **Reporting and Documentation:**
 - Prepare and submit quarterly and annual progress reports on the implementation of the MMS program to the Ministry of Health and Vitamin Angels.
 - Document success stories, challenges, lessons learned, and best practices for future reference.
 - Maintain and update the program's database, ensuring timely and accurate data entry and reporting.
 5. **Advocacy and Community Engagement:**
 - Collaborate with local health workers and community-based organizations to raise awareness about the importance of MMS for maternal and child health.
 - Assist in the development of Information, Education, and Communication (IEC) materials to promote the program in local communities.
 6. **Logistics and Supply Chain Management:**
 - Negotiate supplies with Vitamin Angels and ensure timely follow-up and reporting.
 - Ensure timely distribution and management of MMS stock across all health facilities.
 - Track and report stock levels, ensuring no stock outs occur at any health facility.
 7. **Research support to Centre of Excellence- Nutrition:**
 - Provide technical support to the Centre of Excellence team to design and review MMS research studies, using an implementation science approach.
 - Liaise with Centre of Excellence, MOH and Vitamin Angels to draft and finalize a study package, including study protocols, data collection tools, informed consent forms, and all other study documents.
 - Support, where needed, with local IRB submissions and communication.
 - Support/lead the analysis of the data, including writing the final report.
 8. **Other Tasks:**
 - Take up any other tasks assigned by Vitamin Angels and the Department of Public Health.

Knowledge, Skills, and Abilities

Required:

- Bachelor's degree in Public Health /Nutrition/Social Sciences or a related field. A Master's degree in Public Health or Nutrition is preferred.
- 3-6 years of experience in health program coordination, preferably in maternal and child health or nutrition programs.

- Experience designing and implementing research studies, analyzing data, and writing up results.
- Experience in a coordination role engaging regularly with Ministries of Health and local stakeholders.
- Strong coordination and communication skills, with the ability to engage effectively with stakeholders at various levels.
- Proficiency in mixed-method research, including protocol and tool development, data collection, data analysis, reporting, and database management.
- Ability to work independently and as part of a multidisciplinary team. Willingness to travel frequently to program implementation sites.

Highly desirable:

- Experience in planning, implementing, and monitoring nutrition-related programs.
- Experience with supply chain management and logistics.
- Fluency in English is preferred and Dzongkha is desirable (knowledge of additional local languages is an advantage).

Application

To apply, interested persons should submit a cover letter and resume or curriculum vitae to: pbhandari@vitaminangels.org and recruiting@vitaminangels.org. Resumes will be accepted until 20th January 2025 or until a qualified applicant is identified. Applicants must be residents of Bhutan.