



## *Vacancy Announcement*

### **Job Description:**

**Company:** International Medical Corps.

**Job Title:** Nutrition Manager

**Contract type:** Full-time

**Duty Station:** Main Office Damascus.

**Number of Vacancies:** 1.

**Application Closing Date:** March 15, 2026, 4:00PM.

### **JOB SUMMARY:**

The primary function of the Manager, Nutrition includes supporting the nutrition team in the assessment, planning, design, implementation, supervision, expansion/development, and management of technical interventions. The Nutrition Manager will oversee the prioritization and coordination of the start-up and management of technical interventions and contribute to the development of concept papers and proposals for interventions in close cooperation with the nutrition coordinator. In addition, the Nutrition Manager will support the training of local staff and stakeholders in nutrition-related topics.

To perform this job successfully, an individual must be able to perform each essential function with or without reasonable accommodation.

### **MAIN TASKS AND RESPONSABILITIES:**

#### ❖ **Program Implementation and Development**

- Collaborate with the Nutrition Coordinator to achieve program objectives and smooth implementation of the program.
- Ensure that IMC implementation of the CMAM and IYCF activities conform to internationally accepted standards and country guidelines.
- Support with the coordination and follow-up on nutrition programs implementation to review progress towards objectives through organizing regular review meetings, update and experience sharing meeting among staff.
- In collaboration with the nutrition team, identify existing project implementation gaps and new opportunities for nutrition and nutrition-related projects and support with the development of concept note or proposal and ensure that proposed activities and programs align with best practice in the nutrition sector.
- Support with the implementation of nutritional assessments and surveys in existing and in potential new areas, following the nationally approved survey protocol, for program expansion and feed assessments results into proposals if needed.
- Support with the development of a referral mechanism and communication strategies and train nutrition staff (IMC, MOH, CHVs) in case detection and referrals between health facilities adapted to the local context.
- Support the nutrition supervisors to ensure proper functioning of reporting systems data flow mechanisms for regular assessment, monitoring and evaluation of the program against its objectives and expected results. And conduct critical monitoring of all aspects of nutrition activities and identify areas of concern. Submit workable solutions for identified challenges.
- Demonstrate understanding of multi-sectoral approach to malnutrition and provide support to nutrition project beneficiaries to ensure they are linked with other sector interventions and provide guidance to staff on the integration of a nutrition component into other sectors as appropriate such as food security, Health, WASH and disaster prevention and preparedness.

❖ **Capacity Building**

- Assess the training needs of nutrition staff; develop a training program to meet these needs; conduct nutrition training for project nutrition staff and MOH counterparts implementing nutrition programs, focusing on all aspects of community-based management of acute malnutrition (CMAM) and IYCF
- Support with the development/adaptation of nutrition education training manuals and facilitator's guide based on existing national nutrition protocols and curricula including training follow-up.

❖ **Representation**

- Actively participate and represent International Medical Corps in nutrition sector coordination forums at national and sub-national level, discussions, and activities, serve as an International Medical Corps nutrition resource person, and display technical and organizational leadership in sectoral activities.
- Create and maintain smooth relations and open collaboration with local government and local stakeholders and serve as the nutrition resource person.

❖ **Program Finance, Logistics and Administration**

- Support the implementation of planned activities according to the work plan adhering to the budget according to IMC standards and oversee program spending per budgets and pipelines.
- Support and motivate program/logistics/administrative/finance staff in their work, by ensuring appropriate training, coaching and supervision by technical leads.
- Assist in staff recruitment and training, conduct performance monitoring in collaboration with HR and Nutrition Coordinator, ensure that standards and protocols are adhered to.
- Coordinate very closely with logistics to ensure that there is no break in nutrition program supplies.
- Organize and follow-up on all other procurements needed for the projects.

Perform other duties as assigned. The duties and responsibilities listed in this document are representative of the nature and level of work assigned and not necessarily all inclusive.

***Required Qualification, Skills, and Experience:***

- ❖ Typically, a bachelor's degree in nutrition. An equivalent combination of relevant education and experience may be substituted as appropriate.
- ❖ Typically, 5+ years of relevant work experience, including at least 3 years of experience in an emergency response setting or in humanitarian development sector.
- ❖ Manager, NutritionManager, Nutrition Page 3 3 February 2026
- ❖ Proven experience managing emergency nutrition programs including CMAM, IYCF, SBC
- ❖ Experience in facilitation of trainings and workshops
- ❖ Good knowledge on budgets, logistics and Human Resources management
- ❖ Experience in writing project reports; knowledge on developing project proposals
- ❖ Fluent in written and spoken English and local language.
- ❖ Ability to provide technical support for IMC staff and government staff on proper implementation of CMAM, IYCF, SBC and other nutrition activities.
- ❖ Knowledge in designing and implementing appropriate and effective holistic nutrition programs including ensuring that the nutrition program is integrated with food security, health, and WASH programming where appropriate.
- ❖ Ability to read, analyze and interpret data and familiarity with nutrition surveys (Coverage, SMART and KAP surveys).
- ❖ Ability to work effectively with government, community leaders, international/national organizations, donors, partners, and other International Medical Corps relationships.
- ❖ Strong communication skills, able to effectively present information clearly and respond appropriately to questions from senior managers, counterparts, and government staff.
- ❖ Strong supervisory and organizational skills
- ❖ Demonstrated experience and skills in ensuring community participation and gender issues in humanitarian programming.
- ❖ Advanced proficiency in the use of MS Office, and other computer applications
- ❖ Ability to cope with stress; hardship; patience and flexibility and willingness to work additional hours to meet tight deadlines.
- ❖ Ability and willingness to travel to field sites and nutrition facilities.

