MS01901
NUTRITION SUPERVISOR

Level 8

Reports to (Hierarchical)
Nutrition Activities Manager (if any), Project Coordinator

Reports to (Functional)
Nutrition Activities Manager

Job Family
Medical

Main Purpose
Ensure the implementation of all nutritional related activities of the programme and coordinate and manage the team under his/her responsibility according to the **MSF** protocols in order to improve the nutritional conditions of the target population.

Accountabilities
- Schedules and organizes all nutrition related activities, its organization design and sizing as well as its associated budget in order to efficiently maintain the continuity of the nutritional healthcare at the standard quality levels.
- Supervise, in close coordination with the HR department, the associated processes (recruitment, training, evaluation, development and communication) of the nutrition staff of the project in order to ensure both the sizing and the amount of knowledge required, improve people capabilities and skills.
- Supervise the implementation of the nutritional program according to MSF protocols, standards. This includes:
- Draw up outpatients activity planning,
- Follow up the evolution of patients and discuss the problem cases taking part in the medical assistant’s round, and install referral system
- Check that medical and nutrition prescriptions are carried out.
- Check the diffusion, knowledge and application of medical, nutritional and anthropometric protocols.
- Supervise nursing care and hygiene circumstances.
- Ensuring that all staff using medical devices are qualified and trained. Ensuring cleaning and minor maintenance tasks are performed according to the protocols. Reporting any malfunction to the project biomedical service.
- Ensure that mothers are well informed about the functioning of the centre, the state and evolution of their child: their tasks (help with cleaning, feeding their child, etc)
    - Supervises, in cooperation with the pharmacist and project medical referent, the management of the pharmacy, ensuring reception and storage of orders, preparing new orders when required, supervising expiration terms and consumption patterns, in order to ensure, a rationale use as well as pharmacy stock levels are permanently updated and above minimum safety point.

- Ensure correct nutritional data collection (registers, nutritional forms, morbidity forms), compile weekly and monthly statistics for the outpatients unit, report this information to the line manager and provide feedback on the results to the team. In these sense, this function includes all kind of nutritional information that nutritional supervisor has in his /her hands.

Education
Nurse qualification. Desirable with a nutritionist diploma

Experience
Minimum 2 year experience as nut nurse.

Language Level Description
B1 Independent User
Threshold or intermediate

- Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc.
- Can deal with most situations likely to arise while travelling in an area where the language is spoken.
- Can produce simple connected text on topics that are familiar or of personal interest.
- Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.

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