

For over five decades, Algeria has hosted refugees from Western Sahara, with WFP delivering essential food and nutrition assistance for the past forty years.

JOB TITLE : Programme Associate Nutrition

LOCATION: Tindouf

CONTRACT TYPE : Service Contract

Level : SC - L6

UNIT/DIVISION : Programme

DURATION : 12 months renewable

To provide **specialized technical, analytical, and coordination support** for the implementation of **nutrition programmes both in-kind and cash-based transfer (CBT) interventions**, ensuring effective, efficient, and accountable delivery of assistance aligned with WFP standards.

Support the implementation and monitoring as well as play a key role in evaluation of nutrition-specific and nutrition-sensitive programmes in Algeria Country Office. The role bridges technical modality management with field-level implementation, requiring expertise in beneficiary data platforms and community-level nutrition monitoring. Under the direct supervision of the Nutritionist, the Programme Associate will be responsible for effective delivery of nutrition assistance including cash-based transfers (CBT) and specialized nutrition foods. The incumbent should have strong technical expertise to provide on the ground capacity to partners as well as monitoring compliance on the criteria for both prevention and treatment initiatives.

ACCOUNTABILITIES/RESPONSIBILITIES:

Programme implementation:

- Assist in the design and roll-out of targeted nutrition programmes, such as the Community-Based Management of Acute Malnutrition (CMAM), blanket and targeted supplementary feeding, and Social and Behavior Change (SBC) initiatives.
- Support the identification of potential partners and partnership negotiations to ensure a collaborative and holistic approach to addressing nutritional needs.
- Facilitate the integration of nutrition sensitive Cash-Based Transfers (CBT) initiatives in the programme portfolio.
- Conduct regular field visits to verify the proper delivery of specialized nutrition commodities and track beneficiary nutritional status data.
- In liaison with RAM team, plan and conduct frequent field visits to monitor CBT processes, in-kind nutrition food distribution and nutrition screening activities.

Data and Platform Management:

- Compile, analyse, and interpret programme data, highlighting performance trends, risks, and gaps.

- Track key indicators related to nutrition outcomes and CBT programme performance.
- Prepare internal reports, donor reports, and situation updates ensuring quality and compliance.
- Manage, record and verify programmatic data in WFP systems/platforms such as SCOPE and COMET (including design of interventions on SCOPE and creation of transfer mechanism as well as CBT cycles).
- Work with the CBT focal in SC to ensure enrolment of the CBT households into the intervention on SCOPE platform is done timely and correctly.
- Ensure accurate setup and maintenance of beneficiary lists in beneficiary management systems including SCOPE platform.
- In liaison with Supply chain team, resolve field-level issues related to digital CBT payments and distribution.

Coordination and Reporting:

- Review distribution plans from Cooperating Partners (CPs) and Financial Service Providers (FSPs) if any.
- Review CP narrative and financial reports followed by providing the relevant feedback to ensure quality improvement.
- Prepare timely and accurate activity progress reports as well as support internal and donor reporting for the nutrition programmes/projects.
- Support documentation and evidence generation for nutrition programmes.
- Participate in all relevant nutrition coordination and technical forums.

Cross-Cutting Issues (Gender, AAP, Protection)

- Ensure integration of **gender, protection, and accountability to affected populations (AAP)** in programme design and implementation.
- Support community feedback mechanisms and ensure findings influence programme adjustments.
- Promote inclusive targeting and equitable access to CBT and nutrition assistance.

DELIVERABLES / EXPECTED RESULTS

- Well-planned and effectively implemented **nutrition and CBT programmes**
- Improved programme quality through data-driven decision-making
- Strong partner performance and compliance
- Timely and high-quality reporting to management and donors
- Increased programme efficiency and alignment between design and delivery

QUALIFICATIONS & EXPERIENCE REQUIRED:

Education: Completion of secondary school. A bachelor's degree in human nutrition, Public Health, Community Health, Food Science, Economics, or any other closely related field is highly desirable.

Experience Knowledge & Skills:

- At least **6 years of progressively responsible experience** in programme implementation.
- Experience in **nutrition programming and/or CBT interventions** is strongly desirable.
- Experience working with NGOs and in humanitarian contexts is an asset.

Knowledge & Skills:

- Database management and analytical skills.
- Good skills on Microsoft offices: Word, PowerPoint, Excel sheet.
- Good communication and negotiation skills
- Good understanding of nutrition policies and assessments
- Understanding of nutrition programming and cash-based transfer frameworks
- Ability to coordinate across multiple units and stakeholders
- Experience in planning and monitoring complex programmes

Languages: Fluency in both oral and written communication in English is required. Fluency in Arabic is also strongly required. Being fluent in Spanish and local dialect (Hasaniya) in the refugee camps is an added advantage.